

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Regular Meeting

Tuesday, August 20, 2024

4:00 p.m.

Inverness Firehouse, 50 Inverness Way

1. **Call to Order; Attendance Report**

2. **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "*may briefly respond to statements made or questions posed*" during Public Expression, but "*no action or discussion shall be undertaken on any item not appearing on the posted agenda*" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.

3. **Approval of Minutes:** Regular meeting of July 16, 2024

The State of the District

4. **Management Report:** Shelley Redding

- 2024-2025 Capital Projects 5-Year List
- Grants and Projects Update
- Quarterly Marin County Water Managers Meeting
- LAFCo Community Meeting scheduled for October 8th

5. **Water System Report**

- July 2024, Superintendent Jim Fox
- Colby/Seahaven Tank Replacement Project Update

6. **Fire Department Report**

- July 2024, Asst. Chief David Briggs
- July 2024 Marin Wildfire Prevention Authority (MWPA) – Chief Jim Fox/Asst. Chief David Briggs
 - Defensible Space Inspections Outreach Process
- Marin Emergency Radio Authority (MERA) update – Chief Jim Fox

The Business of the District

7. **Approve Expenditures and Credit Card Charges:** July 2024

8. **Consider and Approve Grant of Easements From IPUD to Two Properties Adjacent to Colby Tank Site.**

9. **CalPERS Health Benefit Changes:** Consider Options for District Health Benefit Plan Coverage.

10. **SDRMA Ancillary Benefits Offerings:** Consider and Approve Staff to Engage SDRMA for Ancillary Benefits for Staff.

11. **Capital Project Approval for Utility Terrain Vehicle (UTV):** Consider and Approve purchase of UTV with restricted MWPA funds and District Reserve Funds.

12. **Consider and Approve Amended FY 2024-2025 Proposed Budget**

13. **Committee Meetings/Reports**

Personnel Committee Report

14. **Adjournment**

Posted: 8/16/2024

Material provided in the meeting packet is available on the District's website, www.invernesspubd.org, or by contacting the District office. Items may not be taken up in the order shown on this Agenda.

For assistance in participating in this event due to a disability as defined under the ADA, please call in advance to (415) 669-1414.

THE PUBLIC IS CORDIALLY INVITED TO ATTEND AND TO COMMENT ON AGENDA ITEMS

BOARD OF DIRECTORS: KATHRYN DONOHUE, PRESIDENT • KENNETH J. EMANUELS, VICE PRESIDENT
DAVID PRESS, TREASURER • BRENT JOHNSON • DAKOTA WHITNEY



SHELLEY REDDING, GENERAL MANAGER/CLERK OF THE BOARD
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)



Inverness Public Utility District
Board Meeting

Agenda Item No. 1

Call to Order; Attendance Report



Inverness Public Utility District Board Meeting

Agenda Item No. 2

Public Expression

Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda.

Directors or staff “*may briefly respond to statements made or questions posed*” during Public Expression, but “*no action or discussion shall be undertaken on any item not appearing on the posted agenda*” (Gov. Code §54954.2(a)(3)).

Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.



Inverness Public Utility District
Board Meeting

Agenda Item No. 3

Meeting Minutes



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

OFFICE: 12781 SIR FRANCIS DRAKE BLVD., SUITE 5, INVERNESS, CA

415-669-1414 📞 WWW.INVERNESSPUD.ORG 📧 ADMIN@INVERNESSPUD.ORG

Board of Directors

Minutes, Regular Meeting

Tuesday, July 16, 2024, 4:00 p.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order; Attendance Report

President Donohue called the meeting to order at 4:01 p.m.

Directors Present: Kathryn Donohue, Kenneth J. Emanuels, Dakota Whitney

Directors Absent: Brent Johnson, David Press (arrived at 4:20 p.m.)

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; Ken Fox, Sr. Water Operator; David Briggs, Assistant Fire Chief, Jenna Nicolas, Grants and Programs Coordinator; Sarah Flamm, Business and Water System Analyst.

2. Public Expression: No one responded to the invitation to address the Board.

3. Approval of Minutes: Re-Convened Regular Meeting of May 30, 2024

M/S Whitney/Emanuel to approve the minutes of the Re-Convened Regular Meeting of May 30, 2024, as presented. AYES 3, NOES 0.

4. Management Report

- FY 2023-2024 Capital Projects Report: GM Redding presented the fiscal year 2023-2024 Capital Projects report, with a summary of items that have been completed and current capital projects that are ongoing. A current financial report was also presented for the Colby/Seahaven Tank Project activity through June 30, 2024. Director Emanuels asked about the capitalization of accounting software item; GM Redding explained that the entire undepreciated expenditure is being capitalized because use of that software was discontinued. She noted that the 5-year Capital Projects report will be updated and presented at the next meeting.
- 2023-2024 Audit Update: GM Redding reported that the audit activity started on June 17, 2024 and is on track for completion before October 1, 2024.
- Grants and Projects Update: GM Redding reported that staff are still waiting for a decision from FEMA on our application for the Assistance to Firefighters Grant (AFG); the decision is expected soon. GM Redding also reported that establishment of a coastal agencies' collaboration effort with Stinson Beach CWD, Muir Beach CSD, and Bolinas Community PUD is being revisited, aimed at identifying areas of mutual support. She also reported that a collaboration effort with the California Conservation Corps is being explored for future grants for mitigation efforts in the community.

5. Water System Reports: May and June 2024

Activity Report: Senior Water Operator Ken Fox presented the Water System Reports for May and June 2024. He noted that streamflow are still adequate for demand and that some significant leaks have been found and addressed recently. There were no questions.

BOARD OF DIRECTORS: **KATHRYN DONOHUE**, PRESIDENT • **KENNETH J. EMANUELS**, VICE PRESIDENT
DAVID PRESS, TREASURER • **BRENT JOHNSON** • **DAKOTA WHITNEY**



SHELLEY REDDING, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

Colby/Seahaven Tanks Replacement Project Update: Superintendent Jim Fox reported that we are still waiting for the final environmental reports and the CEQA documentation. Staff is preparing the second status report for submission to the state and receipt of the second reimbursement.

Director Press arrived at the meeting at 4:20 pm

6. Fire Department Reports: May and June 2024

Activity Report: Assistant Chief Briggs presented the monthly reports of the Fire Department's activities.

Marin Wildfire Prevention Authority (MWPA) Report: Monthly activity reports were presented to the Board. Director Donohue noted the detailed reports concerning the planned projects for the fiscal year 2024-2025 and there was a general discussion about equipment purchases for use when conducting mitigation work within the District. Asst. Chief Briggs provided a revision of the MWPA's Joint Powers Agreement, which will be submitted to the participating agencies for their approval within the next few months.

Marin Emergency Radio Authority (MERA) Update: Chief Fox reported that the MERA project is on track to begin the initial planned activity of moving to the new communication system next month. He also noted that he continues to work with Marin County Fire to ensure that the paging system for volunteer agencies will continue to function under the new dispatch system.

7. Approval of Expenditures and Credit Card Charges: May and June 2024

General Manager Redding presented the May and June 2024 expenditures and credit card ledgers for approval. *M/S Press/Whitney to approve the May and June 2024 expenditures and credit card purchases as presented. AYES 4, NOES 0.*

8. Accept and Approve Revised Employee Pay Rates for FY 2024-2025

GM Redding presented the 2024/25 pay rates that were revised pursuant to the Board's decision on a pay rate increase above the COLA for the General Manager based on a merit review approved at the previous meeting.

M/S Emanuels/Whitney to approve the revised employee pay rates as presented for fiscal year 2024-2025. AYES 4, NOES 0.

9. CERBT Reimbursement Request: GM Redding presented the form requesting a reimbursement from the District's CERBT Trust Fund for retirees' health insurance expenditures during the previous fiscal year. Director Emanuels noted that the asset liability on the CERBT fund was 43% and noted the District tries to maintain a minimum 50% funding level. GM Redding noted the report reflects the fund assets at June 2022, and she predicts that interest earned during the previous two years will raise the asset balance to the minimum level. GM Redding noted that this item is being provided for informational purposes only, and that no Board action is required.

10. Resolution 285-2024: Public Hearing on and Adoption of the District's Appropriations Limit for FY 2024/25

Director Donohue opened the public hearing at 4:35 pm and asked if there were any questions from the Board concerning the Appropriations Limit; there were none. The public was asked if they had any questions and comments; there were none. The public hearing was closed at 4:36 pm.

M/S Whitney/Press to adopt Resolution 285-2024 setting the District's Appropriations Limit for FY 2024-2025. AYES 4, NOES 0.

11. Resolution 286-2024: Conflict of Interest Policy Update

GM Redding presented the Resolution that adds the Assistant Fire Chief to the District's Conflict of Interest Policy.

M/S Whitney/Press to approve Resolution 286-2024 that updates the District's Conflict of Interest Policy. AYES 4, NOES 0.

12. Resolution 287-2024: District Capitalization Policy Revision

GM Redding presented the Resolution to update the Capitalization policy increasing the expenditure threshold for capitalization from \$3,000 to \$5,000 for purchases other than those included in a Capitalization Project.

M/S Press/Whitney to authorize the Capitalization Policy Revision changing the expenditure threshold amount from \$3,000 to \$5,000. AYES 4, NOES 0.

13. Accept and Approve FY 2024-2025 Proposed Budget

GM Redding presented the proposed budget for FY 2024-2025 with the previous "final" amounts for comparison. She noted the summary budget document that shows a small overall deficit. She then described the three operating funds, Water, Fire and District, and the revenue streams for each fund. She drew attention to the significant expenditure increases for the Unfunded Accrued Liability, which is determined by CalPERS, and for Insurance. She also noted the increase in personnel costs due to the need to fund position duplication during a period of personnel transition and the strategy being used to allocate those costs among the funds. Without an increase in revenue, the Water System and the Fire Department are both projected to end the year with deficits. The Directors had general questions about water rates and the need for an increase in water rates. President Donohue asked staff to bring back alternate versions of the budget with varying "what if" scenarios related to increasing water rates. Director Press also asked for a review of expenditure categories that are shown in the proposed budget to be significantly less than the "final" 2023-2024 expenditures to ensure the proposals are as accurate as possible.

M/S Emanuels/Whitney to approve the proposed budget as presented and to schedule a revisit of the budget at the next Board meeting. AYES 4, NOES 0

14. Approval and Adoption of Overhead Rates for FY 2024-2025

GM Redding presented the proposed overhead rates for FY 2024-2025 and noted that they are developed based on the adopted budget. If the budget is changed such that it affects the overhead rates, a new rate sheet will be presented to the Board for approval.

M/S Whitney/Press to approve the FY 2024-2025 rates as presented. AYES 4, NOES 0

15. Ordinance 114-2024: General Manager Compensation for FY 2024-2025

The ordinance was presented based on the request from the Personnel Committee after the Annual Review was conducted at the previous Board Meeting to reflect an increased pay rate.

M/S Whitney/Emanuels to approve Ordinance 114-2024 providing for the compensation of the General Manager. AYES 4, NOES 0.

16. Committee Meetings/Reports

Personnel Committee: GM Redding noted that an in-person, on-site interview with a potential candidate for the Water System Supervisor position is scheduled for August 2, 2024.

17. Adjournment

The meeting was adjourned at 5:08 p.m. The next regular meeting of the Board is scheduled for August 20, 2024.

Attest: /s/

Date: 07/16/2024

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting

Agenda Item No. 4
Management Report

**IPUD Capital Projects
FY 2024-2029**

IPUD Capital Projects - 5 years Proposal							
Water System							
Project Description	Proposed Priority						Funding Notes
		24/25	25/26	26/27	27/28	28/29	
Water Tanks							
Seahaven-Recoat interior of 70K tank	1			75,000			
Seahaven-Cathodic protection 70K tank	2			25,000			
Ultra and Nano Replacement (Pure Aqua)	3	10,000				Operating/Reserves	
Valve Replacements	1		10,000			Operating/Reserves	
Colby Steel Roof Repair	9			50,000			
Colby Wood Tank Replacement	8	100,000	850,000			DWR Grant Awarded	
Colby Steel Interior Recoat	9			100,000			
Replace Seahaven 15K wood tank	7	50,000	200,000			DWR Grant Awarded	
Total Water Tanks		160,000	1,060,000	250,000		-	
Treatment & Distribution							
Membrane Replacement	2	10,000	10,000	10,000		Reserves	
SCADA IT System	3	50,000	25,000			Reserves	
Generator 10kw - F3 Backup	1	20,000				Reserves	
Distribution System Infrastructure Replacement	4	50,000	50,000	50,000		Water Reserves	
Total Treatment & Distribution		130,000	85,000	60,000		-	
Vehicles							
Jeep Replacement-small pickup	1	30,000				Veh Reserves	
Utility crane for truck	2	4,000				Operating	
Total Vehicles		34,000	-	-		-	
Total Costs Water System		324,000	1,145,000	310,000		-	
Fire Department							
Project Description	Proposed Priority						Funding Notes
		24/25	25/26	26/27	27/28	28/29	
Firehouse							
Firehouse Roof Replacement	1		50,000			TBD	
Firehouse Window Replacement	2		50,000			TBD	
Total Firehouse			100,000	-		-	
Equipment							
Chipper	2	10,000				MWPA CORE Funds/TOT Funds	
Turnouts	4		86,912			FEMA AFG Grant	
Firehose Replacements	5		21,511			FEMA AFG Grant	
Total Equipment		10,000	108,423	-		-	
Vehicles							
Type VI Wildland	2		386,278			FEMA AFG Grant	
Duty Officer Response Vehicle	5		80,000			Veh Reserves	
UTV with Water Skid	1	50,000				MWPA CORE Funds & Reserve Funds	
Replace Chief's Vehicle	4			75,000		Veh Reserves	
Total Vehicles		50,000	466,278	75,000		-	
Total Costs Fire Department		60,000	674,701	75,000		-	
District							
Project Description	Proposed Priority						Funding Notes
		24/25	25/26	26/27	27/28	28/29	
District Operations							
Server Rack	1	5,000				Operating	
Data Servers	2	10,000				Operating	
Total District Operations Costs		15,000	-	-		-	

Total Projected Costs	399,000	1,819,701	385,000	-
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Local Agency Investment Fund (LAIF)		
2024/2025		
		Unaudited QB Balance @ 6/30/24
WATER FUNDS (ENTERPRISE)		
Uncommitted	1-110	838,938.31
Operating Reserves (Assigned)	1-115	0.00
Main Replacement (Committed)	1-120	27,275.73
Tank Replacement (Committed)	1-121	137,990.28
Distribution Infrastructure Replacement	1-122	0.00
Vehicle Replacement (Committed)	1-123	15,034.08
Emergency Reserves	1-124	336,514.35
CalPERS Liability	1-125	9,333.07
Assigned Funds	1-126	(1,700,519.00)
Trossach Road Rehab	1-127	40,000.00
FIRE FUNDS (GENERAL)		
Uncommitted Funds	2-110	0.00
Operating Funds (Assigned)	2-115	0.00
Equipment Replacement (Committed)	2-122	81,827.20
Vehicle Replacement (Committed)	2-123	54,551.47
Emergency Reserves	2-124	422,514.35
Assigned Funds	2-126	1,604,904.00
DISTRICT FUNDS (GENERAL)		
Uncommitted	3-110	31,365.48
Operating Reserves (Assigned)	3-115	0.00
Emergency Reserves	3-124	20,402.64
CalPERS Liability	3-125	263,424.28
Assigned Funds	3-126	95,615.00
QB Balance @ 6/30/24		2,279,171.24
LAIF Statement @ 6/30/24		2,279,171.24
		0.00



Inverness Public Utility District
Board Meeting

Agenda Item No. 5

Water System Report



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

(415) 669-1414 • FAX (415) 669-1010 • INFO@INVERNESSPUD.ORG

JULY 2024 – WATER SYSTEM REPORT –

Water Quality

(* GPD = gallons per day; gpm = gallons per minute; ppm = parts per million)

[**JULY 2024 TOTAL: 2,782,500 GALLONS: AVERAGE 89,658 gal/day = 62.3 average gpm**]

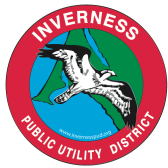
All sources are filtered by first Ultra and then Nano filters; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water are tested twice monthly and influent raw water sources are being collected once a month for lab analysis of coliform content.

Average Chlorine (CL₂) dose at F1 → approximately 0.50 ppm; Average CL₂ dose at F3 → approximately 0.65 ppm

Major Activities and Events

1. Monthly reports sent to CA RWQCB DHS / SWRCB Drinking Water Division
2. Raw water TOC (total organic carbon) samples grabbed and sent to laboratory for analysis
3. Began using 2nd valley source (D6) for first time this year
4. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
5. F1: Ultra unit A still having intermittent PDT failures due to valve leaks.
 - : CIP cleaning of Ultra Units A.& B
 - Installed new battery on UF A unit's UPS system backup
 - Installed new valve with actuator UFB
 - Break tank level sensor issue (issue recurring seasonally) causing units to stop & start
 - Reconfiguration of Nano Unit piping finalized and waiting for approval
6. F3: CIP Nano Unit. (new pickleball court entertaining)
7. Investigated potential leak for customer, no merit.
8. 2 large leaks on Woodhaven, one broken hose fitting shut hose bib
9. Leak found at Woodhaven wharf hydrant: (replacing leaking pipe involved shutting water main and installed new 6" to 2" plug and pouring new concrete thrust block, pressure testing, compacting backfill and flushing water main)
10. 15 Forres: removed and replaced ¾" saddle and service line with 1½" copper to satisfy sprinkler system requirements for residence remodel. New meter and box installed, backfilled & compacted excavation
11. L-2 access road at end of Aberdeen: issue not yet resolved.
12. Continuing to identify type of material for each Service in district, per government requirements which specify that we identify pipe material on both sides of each water meter & Installing gopher protection

Senior Water Operator



**Inverness Public Utility District
Monthly Water System Report**

JULY 2024

Prepared by Ken Fox, Senior Water Operator

JULY	Rainfall (in inches ")		July		July			
Rainfall (inches) "	2024	2023	2022	2021	2020	2019	2018	2017
Total for Month	0.03"	0.01"	0.20"	0.02"	0.05"	0.00"		
Year To Date (7/01 →8/01)	0.03"	0.01"	0.20	0.02"	0.05"	0.00"		
Average yearly since 1925	37.43"	37.39"	37.26"	37.32"	37.57	37.26"		

(* GPD = gallons per day; gpm = gallons per minute;

End of Month Stream Flow Measurements				
Diversions	2024		2023	
	July		July	
	<i>gpm</i> *	GPD*	<i>gpm</i>	GPD
1st Valley Upper Intakes				
D1	15	21,600	16	23,040
D2	41	59,040	37	53,280
D3	21	30,240	24	34,560
77			77	
2nd Valley Upper Intakes				
D4	18	25,920	20	28,800
D5	26	37,440	26	37,440
D6	27	38,880	31	44,640
71			77	
3rd Valley Upper Intakes				
D7	37	53,280	37	53,280
D8	15	21,600	9	12,960
52			46	
Totals	200	288,000	200	288,000

2024 Recent 3-month EOM Streamflows			
→	Jun-24	May-24	Apr-24
<i>gpm</i>	256	485	780
GPD	368,640	698,400	1,123,200

Sources Used: July	2024	2023
1st Valley Upper Intakes	55%	52%
2nd Valley Upper intakes	25%	28%
3rd Valley Upper intakes	20%	20%
1st Valley Lower Intake (L1)		
2nd Valley Lower intake		
Wells. (W1, W3, W4, etc.)		
Total	100.0%	100%

Distribution System Usage / # days → 31			31	
Distribution Zone	Jul-24			Jul-23
	Gallons	% of Use		% of Use
Colby	1,172,900	42%	1,104,500	43%
Tenney	1,007,600	36%	872,400	34%
Conner	57,400	2%	74,400	3%
Stockstill	315,400	11%	300,300	12%
Seahaven	229,200	8%	218,900	9%
Total for Month =>	2,782,500	100%	2,570,500	100%
Average for Month =>	GPD	gpm	GPD	gpm
Jul-2024	89,758	62.3	82,919	57.6

Notice of Exemption

21-2024-147

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency): Inverness Public Utility District

PO Box 469

Inverness, CA 94937

County Clerk

County of: Marin

3501 Civic Center Drive, room 234

San Rafael, CA 94903

(Address)

FILED

AUG 13 2024

SHELLY SCOTT
MARIN COUNTY CLERK
BY: [Signature] Deputy

Project Title: Colby and Seahaven Tank Replacement Project

Project Applicant: Inverness Public Utility District

Project Location - Specific:

Colby: APN 112-262-06, 38.097663°, -122.861290°

Seahaven APN 112-220-10, 38.110704°, -122.872122°

Project Location - City: unincorporated Inverness

Project Location - County: Marin

Description of Nature, Purpose and Beneficiaries of Project:

The District applied for and received a grant from the Small Community Drought Relief Program, administered by the State of California Department of Water Resources, to replace four of its existing leaking redwood tanks. Three existing leaking redwood tanks would be replaced at the Colby Tank site and one existing leaking redwood tank would be replaced at the Seahaven Tank site. The project will enhance water conservation and provide additional fire fighting capacity for the existing residents served by the District.

Name of Public Agency Approving Project: Inverness Public Utility District

Name of Person or Agency Carrying Out Project: Inverness Public Utility District

Exempt Status: (check one):

Ministerial (Sec. 21080(b)(1); 15268);

Declared Emergency (Sec. 21080(b)(3); 15269(a));

Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

Categorical Exemption. State type and section number: Class 2, Section 15302

Statutory Exemptions. State code number:

Reasons why project is exempt:

Replacement tanks would not result in "expansion of capacity." The tanks are drought-responsive (reduction of system losses to leaks) and provide storage for fire flows. The project does not increase water availability (source improvements) or treatment improvements that would be required to expand system capacity. No exemptions, per Section 15300.2, exist that would curtail the use of a Categorical Exemption.

Lead Agency

Contact Person: Shelley Redding, General Manager

Area Code/Telephone/Extension: (707) 636-3730

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature:

[Signature]

Date:

8/9/2024

Title:

General Manager

Signed by Lead Agency

Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.

Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR:

Revised 2011

POSTED 08/13/2024 TO 09/12/2024



State of California - Department of Fish and Wildlife
2024 ENVIRONMENTAL DOCUMENT FILING FEE
CASH RECEIPT
 DFW 753.5a (REV. 01/01/24) Previously DFG 753.5a

RECEIPT NUMBER:
 21 08/13/2024 147
 STATE CLEARINGHOUSE NUMBER (If applicable)

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY INVERNESS PUBLIC UTILITY DISTRICT	LEAD AGENCY EMAIL	DATE 08/13/2024
COUNTY/STATE AGENCY OF FILING Marin	DOCUMENT NUMBER	

PROJECT TITLE

COLBY AND SEAHAVEN TANK REPLACEMENT PROJECT

PROJECT APPLICANT NAME INVERNESS PUBLIC UTILITY DISTRICT	PROJECT APPLICANT EMAIL	PHONE NUMBER (707)636-3730
PROJECT APPLICANT ADDRESS P.O. BOX 469	CITY INVERNESS	STATE CA
		ZIP CODE 94937

PROJECT APPLICANT (Check appropriate box)

- Local Public Agency
 School District
 Other Special District
 State Agency
 Private Entity

CHECK APPLICABLE FEES:

- | | | | |
|---|------------|----------|-------|
| <input type="checkbox"/> Environmental Impact Report (EIR) | \$4,051.25 | \$ _____ | 0.00 |
| <input type="checkbox"/> Mitigated/Negative Declaration (MND)(ND) | \$2,916.75 | \$ _____ | 0.00 |
| <input type="checkbox"/> Certified Regulatory Program (CRP) document - payment due directly to CDFW | \$1,377.25 | \$ _____ | 0.00 |
|
 | | | |
| <input checked="" type="checkbox"/> Exempt from fee | | | |
| <input checked="" type="checkbox"/> Notice of Exemption (attach) | | | |
| <input type="checkbox"/> CDFW No Effect Determination (attach) | | | |
| <input type="checkbox"/> Fee previously paid (attach previously issued cash receipt copy) | | | |
| <hr/> | | | |
| <input type="checkbox"/> Water Right Application or Petition Fee (State Water Resources Control Board only) | \$850.00 | \$ _____ | 0.00 |
| <input checked="" type="checkbox"/> County documentary handling fee | | \$ _____ | 50.00 |
| <input type="checkbox"/> Other | | \$ _____ | |

PAYMENT METHOD:

- Cash
 Credit
 Check
 Other

TOTAL RECEIVED \$ _____ 50.00

SIGNATURE X 	AGENCY OF FILING PRINTED NAME AND TITLE MARIN COUNTY CLERK, J. CRUZ, SR DEPUTY CLERK
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MEMORANDUM

TO: Shelley Redding, General Manager

FROM: Justin Witt

SUBJECT: Inverness Public Utility District
Colby and Seahaven Tank Replacement
Class 2 Categorical Exemption Supporting Memorandum

DATE: July 30, 2024

The Inverness Public Utility (District) is currently considering filing a Categorical Exemption for replacement of the existing leaking redwood storage tanks at the Seahaven Tank and Colby Tank sites under the California Environmental Quality Act (CEQA). This memorandum describes the applicability of a Class 2 Categorical Exemption to the project.

Project Background and Description

The District is located in Marin County on the western shore of Tomales Bay adjacent to the Pointe Reyes National Seashore. The District provides water service to approximately 518 connections across its 2.5 square mile area with a population of approximately 1,400. Water is sourced from local springs and streams. The District also provides fire protection services. It is governed by a five-member board of directors.

The District operates ten water storage tanks. Several of those tanks are old redwood tanks with problematic leakage. To conserve water, the District applied for and received a grant from the Small Community Drought Relief Program administered by the State of California Department of Water Resources, administered by the Division of Financial Assistance, to replace four of the existing leaking redwood tanks. Three existing leaking redwood tanks would be replaced at the Colby Tank site and one existing leaking redwood tank would be replaced at the Seahaven Tank site. The locations of the two tank sites are shown on Figure 1. An aerial view of the Seahaven Tank site is shown on Figure 2 and the Colby Tank site on Figure 3.

Details of the two tank sites are below.

	Seahaven Tank	Colby Tank
APN:	112-220-10	112-262-06
Address:	No address assigned	No address assigned
Parcel Size:	0.088 acres	0.147 acre
Zoning:	C-R1-B4, Residential Single Family	C-RSP-1, Residential Single Family Planned
Countywide Plan:	C-SF3, Rural/Residential Coastal Zone	C-SF3, Rural/Residential Coastal Zone
Community Plan:	Inverness Ridge	Inverness Ridge

The two tank replacement sites would be bid, funded and constructed under one contract and are therefore considered one project for the purposes of this CEQA review. Both tank sites are within the coastal zone and would require a local coastal development permit through the County of Marin.

Each site and the proposed replacement are described further below.

Seahaven Tank Site

The Seahaven Tank site currently has two tanks, a large primary bolted steel tank that is in good condition and one approximately 15,000-gallon redwood tank that is near the end of its service life and leaks. The existing bolted steel tank would be retained, and the redwood tank would be replaced with an approximately 31,000 gallon or 37,000-gallon bolted steel tank. The new tank would be approximately 14 to 17 feet tall with appurtenances extending above the roof, the same height as the existing tank, with a diameter of 21 or 25 feet. The increased tank capacity is intended to assist the District with meeting modern fire storage requirements and would not increase service capacity within the District. The project does not increase water availability within the District so cannot increase overall service capacity. The proposed Seahaven Tank site improvements are shown on Figure 4.

Appurtenances and minor piping installation would be required to tie the replacement tank into the existing water system. All improvements would occur within the existing fenced and maintained tank site. One dual stem 18-inch tanoak and one 10-inch tanoak tree would be removed to accommodate the replacement tank.

Colby Tank Site

There are four existing tanks at the Colby Tank site. The existing 130,000-gallon bolted steel tank is in serviceable condition and would be retained. The three existing redwood tanks are at the end of their service life and leak. Each provides approximately 10,000 gallons of storage, 30,000 gallons total. The redwood tanks would be replaced by an approximately 30,000-gallon bolted steel tank. The new tank would have a height of 12 feet with appurtenances extending above the roof, similar to the existing redwood tanks it would replace. The new tank would have a 30-foot diameter. The proposed Colby Tank site improvements are shown on Figure 4.

A 24-inch and 36-inch coast live oak would be removed from the site to accommodate the tank footprint and foundation. Both trees would be considered Heritage Trees under the Marin Local Coastal Plan and a coastal development permit will be required for their removal.

Appurtenances and minor piping installation would be required to tie the replacement tank into the existing water system. All improvements would occur within the existing fenced and maintained tank site.

Project Construction

Both tank sites would be utilized for construction and staging activities. Erosion control measures would be implemented to prevent off-site erosion. Project construction would be initiated outside of the non-nesting bird season (September 1 to January 31) to avoid potential impacts to nesting bird species that are protected under the Migratory Bird Act or by state and federal regulations. Construction would start during the non-nesting season and continue through a portion of the subsequent nesting season. Because construction would be continuous, birds would avoid the immediate area and nest abandonment due to construction-related noise and activity would not occur. If there is a lapse in activities or delay in the start of any activity, pre-construction surveys will be performed in accordance with relevant survey protocols.

Applicability of a Class 2 Exemption

Section 15302 of the CEQA Guidelines include a Categorical Exemption for replacement or reconstruction, defined as follows (emphasis added):

Class 2 consists of **replacement** or reconstruction of existing structures and facilities **where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced**, including but not limited to:

- (a) Replacement or reconstruction of existing schools and hospitals to provide earthquake resistant structures which do not increase capacity more than 50 percent.
- (b) Replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity.
- (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.**
- (d) Conversion of overhead electric utility distribution system facilities to underground including connection to existing overhead electric utility distribution lines where the surface is restored to the condition existing prior to the undergrounding

The proposed project fits squarely within the Class 2 Categorical Exemption. Tanks at both tank sites would have a larger storage capacity than those they replace but this is a negligible increase in terms of “expansion of capacity.” The District’s overall system capacity to serve water would be generally unchanged by the tanks except in terms of reliability of the system, its drought-responsive reduction of system losses to leaks, and its ability to provide storage for fire flows. The project does not increase water availability (source improvements) or treatment improvements that would be required to expand system capacity.

Exceptions to Categorical Exemptions

The CEQA Guidelines (Section 15300.2) include exceptions to the use of Categorical Exemptions, as follows:

- (a) Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.
- (b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.
- (c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.
- (d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.
- (e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) **Historical Resources.** A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

With regard to the proposed project, none of the exceptions to the use of a Categorical Exemption apply for the following reasons:

- a) **Location:** The project would utilize a Class 2 Categorical Exemption that is not limited by location, per 15300.2(a). However, there are no environmental resources of hazardous or critical concern designated, precisely mapped and officially adopted by federal, state, or local agencies for the project site. It is a replacement project on the same site with only a negligible increase in storage capacity and for the same purpose. Both sites are within the coastal zone and would require a coastal development permit through the County of Marin. There are no unusual circumstances specific to the project locations that would preclude use of a Class 2 Categorical Exemption.
- b) **Cumulative Impact:** The project would not result in a cumulatively considerable negative impact. The project would not result in increased water source capacity or overall demand for water. The new tanks would have the same purpose as those they would replace and represent only a negligible increase in capacity for fire storage. The project would have a cumulatively positive impact on drought resilience by reducing existing system leaks and allowing water that would otherwise be pumped, treated and lost to tank-associated leaks to remain in its natural location. No cumulatively considerable negative impacts are associated with the project.
- c) **Significant Effect:** The project occurs entirely within the two existing developed and maintained tank sites. The project responds to existing water needs within the existing developed District and does not promote growth or potential significant effects associated with growth (traffic, air quality impacts, long-term noise, public services demands, etc.). Potential significant effects would primarily be limited to potential biological resources and cultural resources (addressed in f. below). To determine the project's potential biological impacts, a biological resources report was prepared for both sites that included review of available databases, habitat assessment and site visits¹. Those reports are briefly summarized below.

On February 2, 2024, and May 16, 2024, both sites were traversed on foot to determine the presence of (1) plant communities both sensitive and non-sensitive, (2) special status plant and wildlife species, and (3) presence of essential habitat elements for any special-status plant or wildlife species. Protocol-level surveys for special-status plants with potential to occur were also performed on May 16, 2024, in accordance with CDFW protocol. No sensitive vegetation communities were identified within the tank sites. No wetlands, aquatic resources or other waters are present at either site.

Based on biological communities and soils at the site, past disturbance during development, and the species observed during protocol-level plant surveys, the tank sites do not support special status plant species. The project area has potential to support six special status wildlife species including: Northern spotted owl (NSO), osprey, Allen's hummingbird, Nuttall's woodpecker, oak titmouse and wrentit. Suitable nesting (not applicable to NSO) and foraging habitat is located within or adjacent to the project sites for these species and impacts to nesting birds would be considered a significant effect to birds protected under the Migratory Bird Act.

¹ *Biological Resources Report—Colby Water Tank Replacement Project, Inverness, Marin County, CA.* Sol Ecology. June 24, 2024. *Biological Resources Report—Seahaven Water Tank Replacement Project, Inverness, Marin County, CA.* Sol Ecology. June 24, 2024.

Normally, in areas of high quality NSO habitat, activity centers are spaced approximately 1 mile from each other so that vocalizing owls can't hear one another. However, the unique topography of Inverness, with its many steep ridges acting as sound barriers, allows NSO to nest closer together, about 0.5 miles apart, without hearing each other. Due to this fact, there are many NSO activity centers located in close proximity to the Project Study Area. Because they are so close, owls from these activity centers may reasonably be found foraging within the Project Study Area. On the other hand, because the NSO in the area are already densely packed, there is almost no chance for NSO to nest within the Project Study Area but may nest in proximity to proposed activities. As a result, no adverse effects from potential tree removal on NSO are anticipated. However, loud noises from construction have the potential to disturb NSO, potentially resulting in nest abandonment. Since there is at least one NSO activity center within 825 feet of both tank sites (Figures 6 and 7 any loud construction noises occurring during the NSO breeding season would be considered an adverse effect to a federal and state listed species. To avoid potentially substantial impacts to NSO, all project activities exceedingly more than 20 decibels above ambient noise conditions, and/or greater than 90 decibels in total should occur outside the breeding season, which lasts from March 15 to August 31. Furthermore, work should be initiated outside the breeding season unless protocol-level surveys are performed to confirm there are no nests closer than 825 feet.

The US Fish and Wildlife Service published guidance on "Estimating the Effects of Auditory and Visual Disturbance to Northern Spotted Owls and Marbled Murrelets in Northwestern California" in July 2006. The guidance includes the above avoidance measures and provides anticipated noise levels of common construction equipment. Generally, equipment anticipated at the site are considered High: "Typically 81-90 dB, and would include medium- and large-sized construction equipment, such as backhoes, front end loaders, large pumps and generators, road graders, dozers, dump trucks, drill rigs, and other moderate to large diesel engines. Would include high speed highway traffic including RVs, large trucks and buses, large street legal and trail (not racing) motorcycles. Also includes power saws, large chainsaws, pneumatic drills and impact wrenches, and large gasoline-powered tools." Table 1 of the document provides distance of disturbance associated with high noise levels as 165 to 330 feet, depending on if the ambient noise is between 51-60 dBs or 61-70 dBs. In either case, if construction is to occur during the NSO nesting season, protocol level surveys would be performed.

Two trees would be removed at the Colby tank site, a 24-inch coast live oak and a 36-inch coast live oak. These are considered Heritage Trees under the Marin County Local Coastal Plan and a coastal development permit would be required for their removal. Obtaining that permit and implementing permit conditions would ensure there is no significant impact associated with their removal. At the Seahaven tank site, one multi-stem tanoak tree with two stems measuring 18-inches diameter at breast height (DBH) and one 10-inch tanoak will be removed. These are not considered Heritage Trees but implementation of the coastal development terms would ensure there are not significant impact associated with their removal.

Provided the project is constructed during the non-nesting season of September 1 to March 14 to avoid impacts to nesting birds and NSO or that indicated surveys are conducted if construction extends into the nesting season, there are no significant biological resources that would be impacted by the proposed project—all construction is contained to the existing tank sites in locations that are either paved, hardscaped or mowed. No waterways or wetlands are present within or adjacent to the sites.

Both tank sites are within the coastal zone and the project will require permitting under the Marin County Local Coastal Development Plan.

The scope and size of the replacement project are consistent with a Class 2 categorically exempt project. Proposed tank heights are similar to the tanks they replace and with existing site and surrounding land uses.

With project conditions outlined in the Project Description and that will be contained in coastal development permit terms, there are no unusual circumstances that would result in a reasonable possibility that the project would have a significant impact on the environment that would preclude the proposed project from use of a Class 2 Categorical Exemption.

- d) Scenic Highways: The proposed project is not visible from any scenic highway. The nearest designated scenic highway is Highway 1 located across Tomales Bay from the project². Topography, vegetation and distance obscures views of the tank sites from Highway 1.
- e) Hazardous Waste Sites: The proposed project is not on or in the vicinity of hazardous materials sites compiled pursuant to Section 65962.5 of the Government Code³. The nearest site listed on the State's Geotracker site is approximately 900 feet southwesterly of the Colby Tank location. Other listed sites are along Sir Francis Drake Boulevard, further away from and at lower elevation than the two tank locations.
- f) Cultural Resources: As part of the determination made pursuant to Section 21080.1 of CEQA, the lead agency shall determine whether the project may have a significant effect on unique archaeological resources. Both tank sites were subject to an archaeological survey and report in April 2024 conducted by Tom Origer & Associates⁴. The reports are utilized to identify resources that could be eligible for inclusion on the National Register of Historic Places, as outlined in 36 CFR 800, and to identify potential historical resources, as defined in Public Resources Code [PRC] 21074 (a)(1)(A)-(B). The reports included archival research at the Northwest Information Center, Sonoma State University, examination of the library and files of Tom Origer & Associates, Native American contact, and field inspection of the area of potential effects.

The existing redwood Colby tanks and the existing redwood Seahaven tank were constructed in approximately 1983 and are less than 50 years old making them ineligible as historic resources. No archaeological site indicators were identified during the site investigations. Based on landform age, Origer & Associates' analysis of the environmental setting, and incorporating the Byrd et al. (2017) analysis of sensitivity for buried sites, the buried site sensitivity of the tank sites is the lowest (<1). This is because the sites are on a geologic formation that predates generally accepted dates for human occupation of California. No further recommendations for either of the sites is warranted.

2 <https://dot.ca.gov/programs/design/lap-landscape-architecture-and-community-livability/lap-liv-i-scenic-highways>

3 <https://calepa.ca.gov/SiteCleanup/CorteseList/>

4 *Cultural Resources Study for the Seahaven Tank Replacement Project, Inverness, Marin County, California*. Tom Origer & Associates. April 25, 2024. *Cultural Resources Study for the Colby Tank Replacement Project, Inverness, Marin County, California*. Tom Origer & Associates. April 24, 2024.

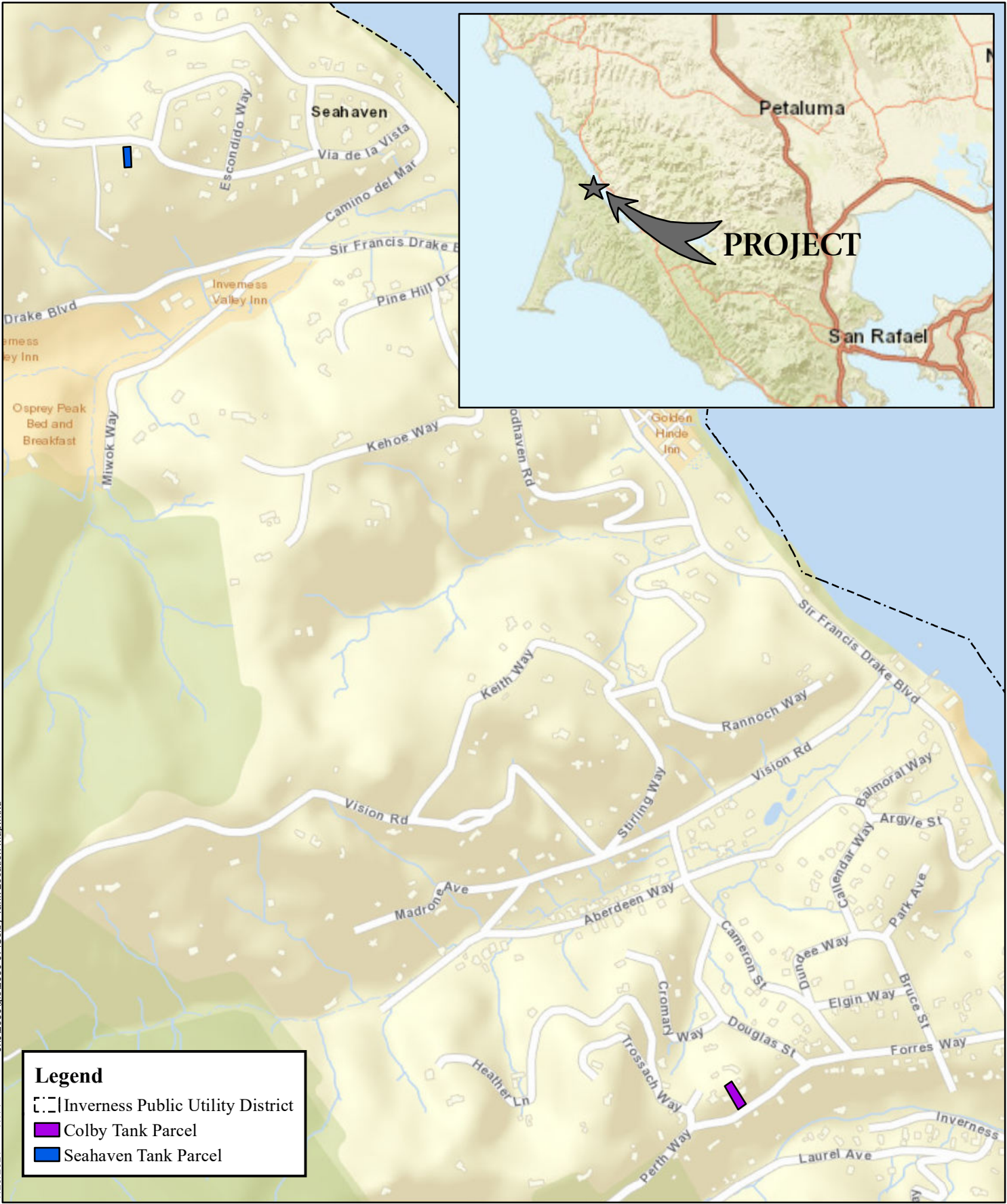
Other Considerations

CEQA forbids the use of “piecemealing” to reduce large projects into smaller pieces to reduce potential impacts identified during environmental review. While piecemealing is not specifically defined in the CEQA statutes, the definition of “project” includes the whole of an action. That definition is included below:

15378. PROJECT

- (a) “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and that is any of the following:
- (1) An activity directly undertaken by any public agency including but not limited to public works construction and related activities clearing or grading of land, improvements to existing public structures, enactment and amendment of zoning ordinances, and the adoption and amendment of local General Plans or elements thereof pursuant to Government Code Sections 65100–65700.
 - (2) An activity undertaken by a person which is supported in whole or in part through public agency contacts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.
 - (3) An activity involving the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.
- (c) The term “project” refers to the activity which is being approved and which may be subject to several discretionary approvals by governmental agencies. The term “project” does not mean each separate governmental approval.
- (d) Where the Lead Agency could describe the project as either the adoption of a particular regulation under subdivision (a)(1) or as a development proposal which will be subject to several governmental approvals under subdivision (a)(2) or (a)(3), the Lead Agency shall describe the project as the development proposal for the purpose of environmental analysis. This approach will implement the Lead Agency principle as described in Article 4.

The District has reviewed the project at the two tank sites to avoid piecemealing and disclose the potential environmental impacts of the entire project. Collectively, the project fits within the parameters defined for Class 2 exemptions. The overall purpose of the replacement tanks would be the same as the tanks they would replace. The capacity, while larger than the replacement tanks, would be negligible and in no way would increase overall water system capacity. On the whole, the project would reduce overall water losses in the system by rectifying leaks associated with the existing tanks and provide increased storage for fire flows.



Legend

- Inverness Public Utility District
- Colby Tank Parcel
- Seahaven Tank Parcel

J:\J2630\vis\2630_07\Colby Tank Location Map.mxd
WITT
7/29/2024

Coordinate System: NAD 1983 StatePlane California II FIPS 0402 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983
 Units: Foot US

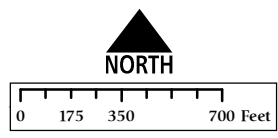


FIGURE 1
PROJECT LOCATION

INVERNESS PUBLIC UTILITY DISTRICT
 JULY 2024



4/10/2024 AUTHOR J:\J2630\vis\2630_07\Seahaven Tank Aerial.mxd

Legend

□ Seahaven Tank Parcel

Coordinate System: NAD 1983 StatePlane California II FIPS 0402 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983
 Units: Foot US

Data Source Information:
 Aerial Imagery: US Dept. of Agriculture, NAIP series (2016) (EXAMPLE)

▲
NORTH

1 inch = 100 feet

FIGURE 2
SEAHAVEN TANK AERIAL OVERVIEW

INVERNESS PUBLIC UTILITY DISTRICT
 JULY 2024

J:\J2630\GIS\2630_07\Colby Tank Aerial.mxd
WITT
4/10/2024



Coordinate System: NAD 1983 StatePlane California II FIPS 0402 Feet
Projection: Lambert Conformal Conic
Datum: North American 1983
Units: Foot US

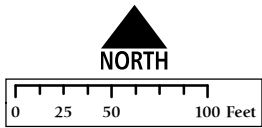
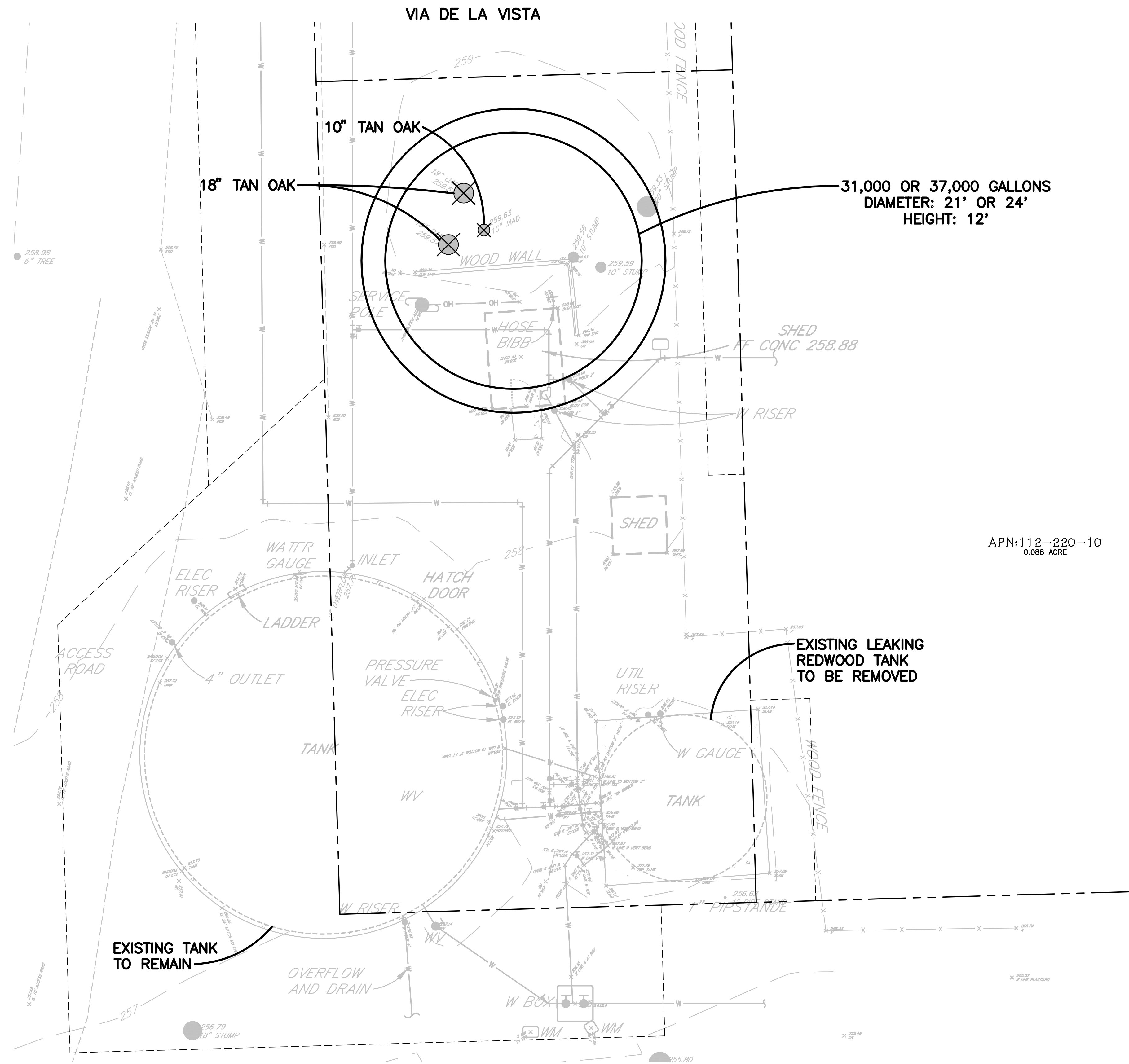


FIGURE 3
COLBY TANK AERIAL OVERVIEW

INVERNESS PUBLIC UTILITY DISTRICT
JULY 2024

TAB: 21.54' TANK

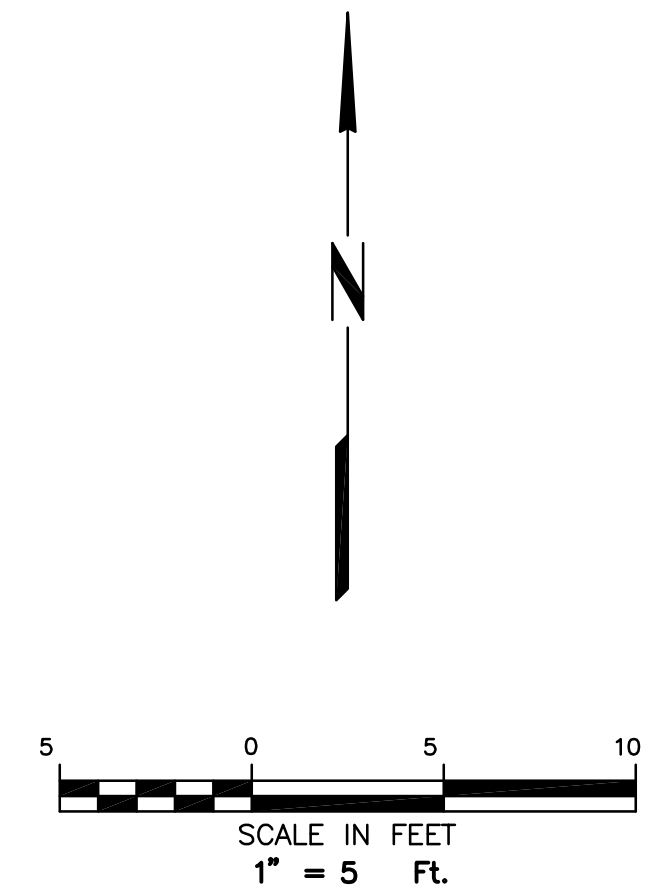
06-13-24 Cadd-Freemite \\2630\dwg\2630_07\EXHIBIT\2630_07-EXHIBIT.dwg



APN: 112-220-10
0.088 ACRE

EXISTING LEAKING
REDWOOD TANK
TO BE REMOVED

EXISTING TANK
TO REMAIN



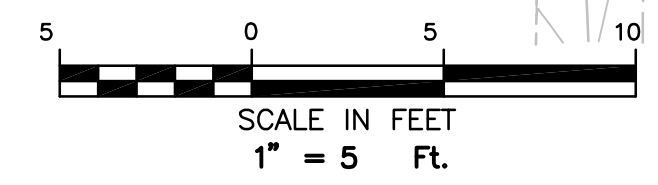
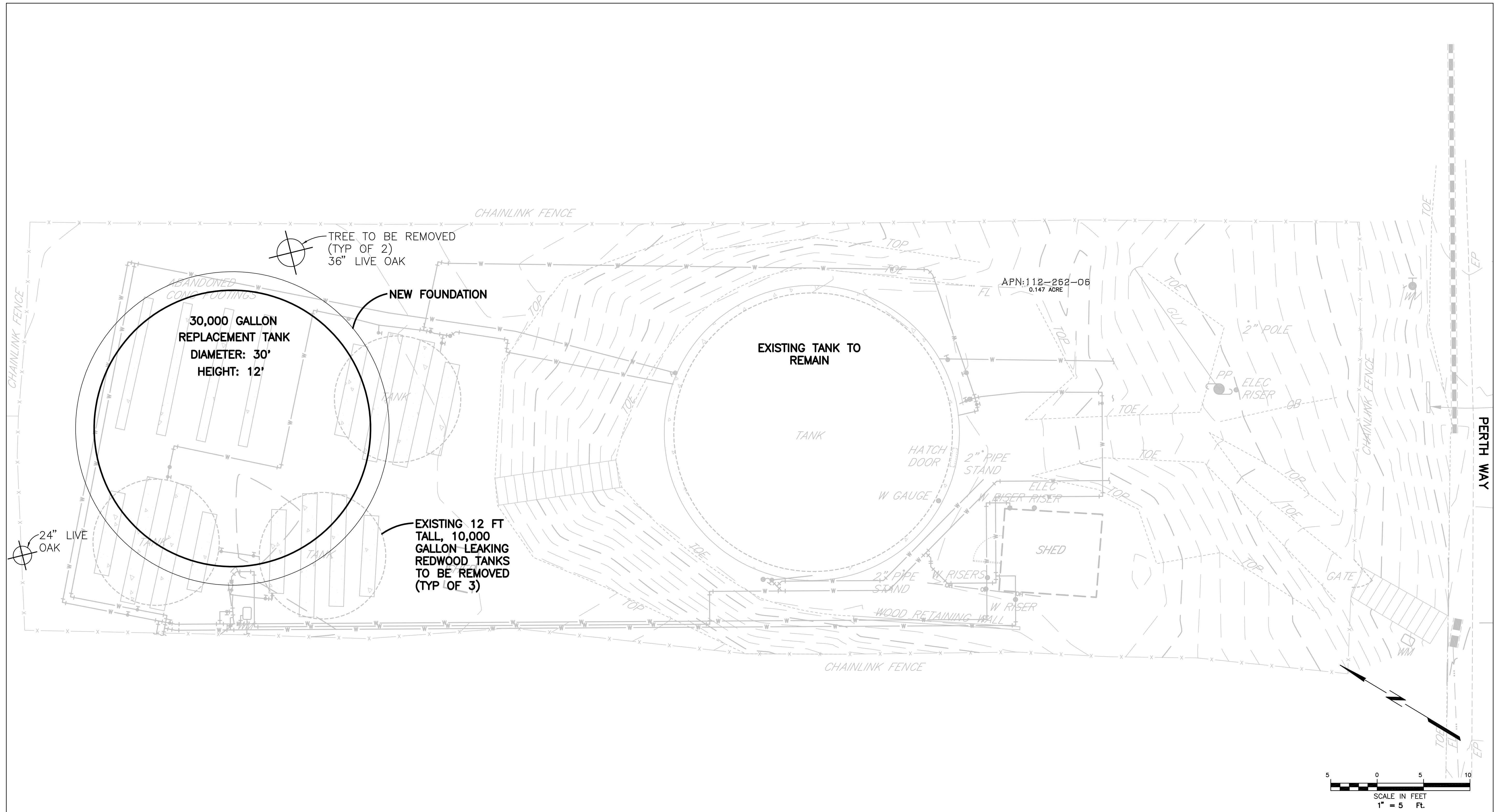
PRELIMINARY
FOR STUDY PURPOSES ONLY
DATE 06-13-24

INVERNESS TANK REPLACEMENT

SEAHAVEN TANK SITE

06/13/2024

FIGURE 4



PRELIMINARY
 FOR STUDY PURPOSES ONLY
 DATE 06-13-24

INVERNESS TANK REPLACEMENT

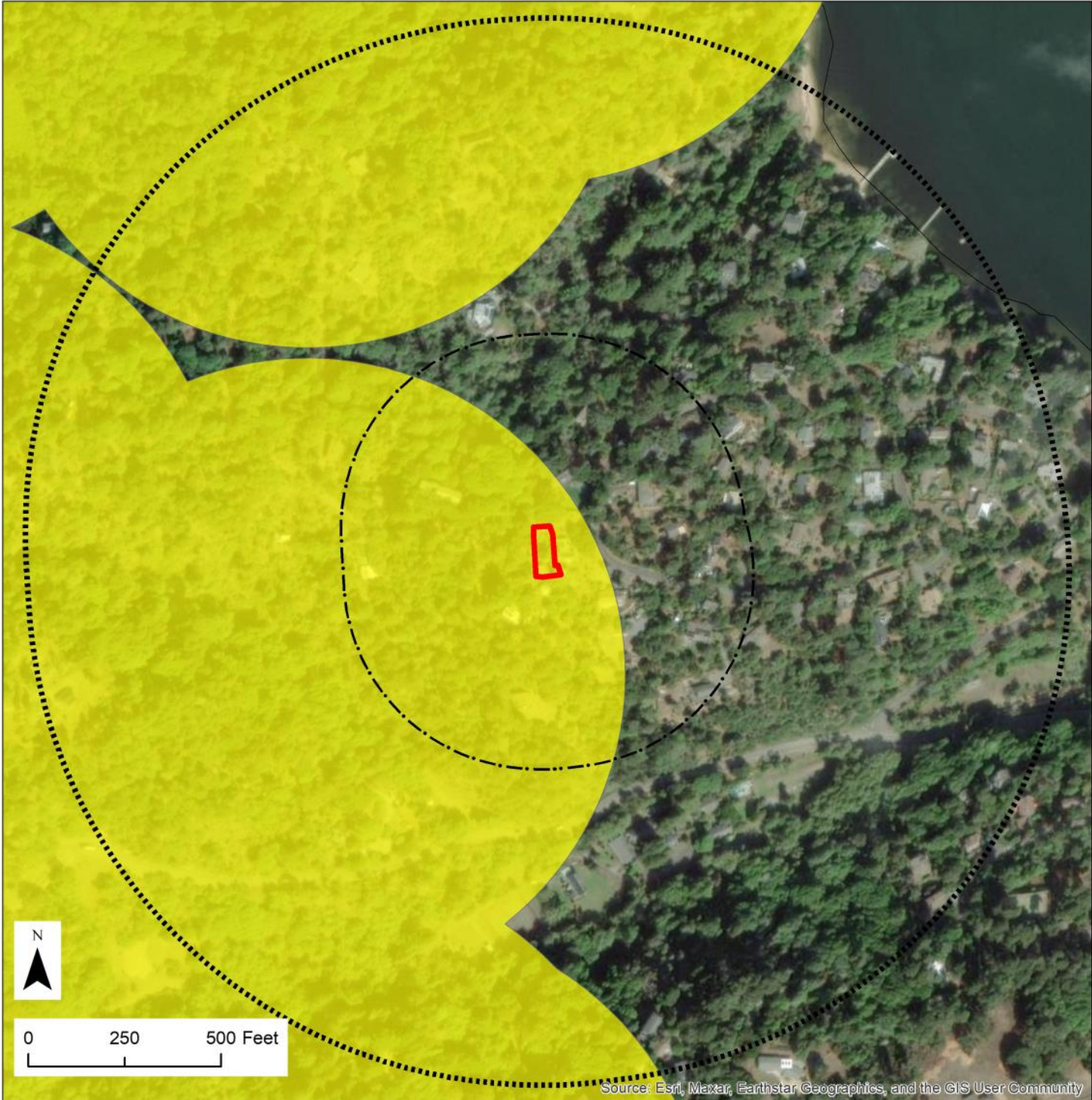
COLBY TANK SITE

06/13/2024

FIGURE 5

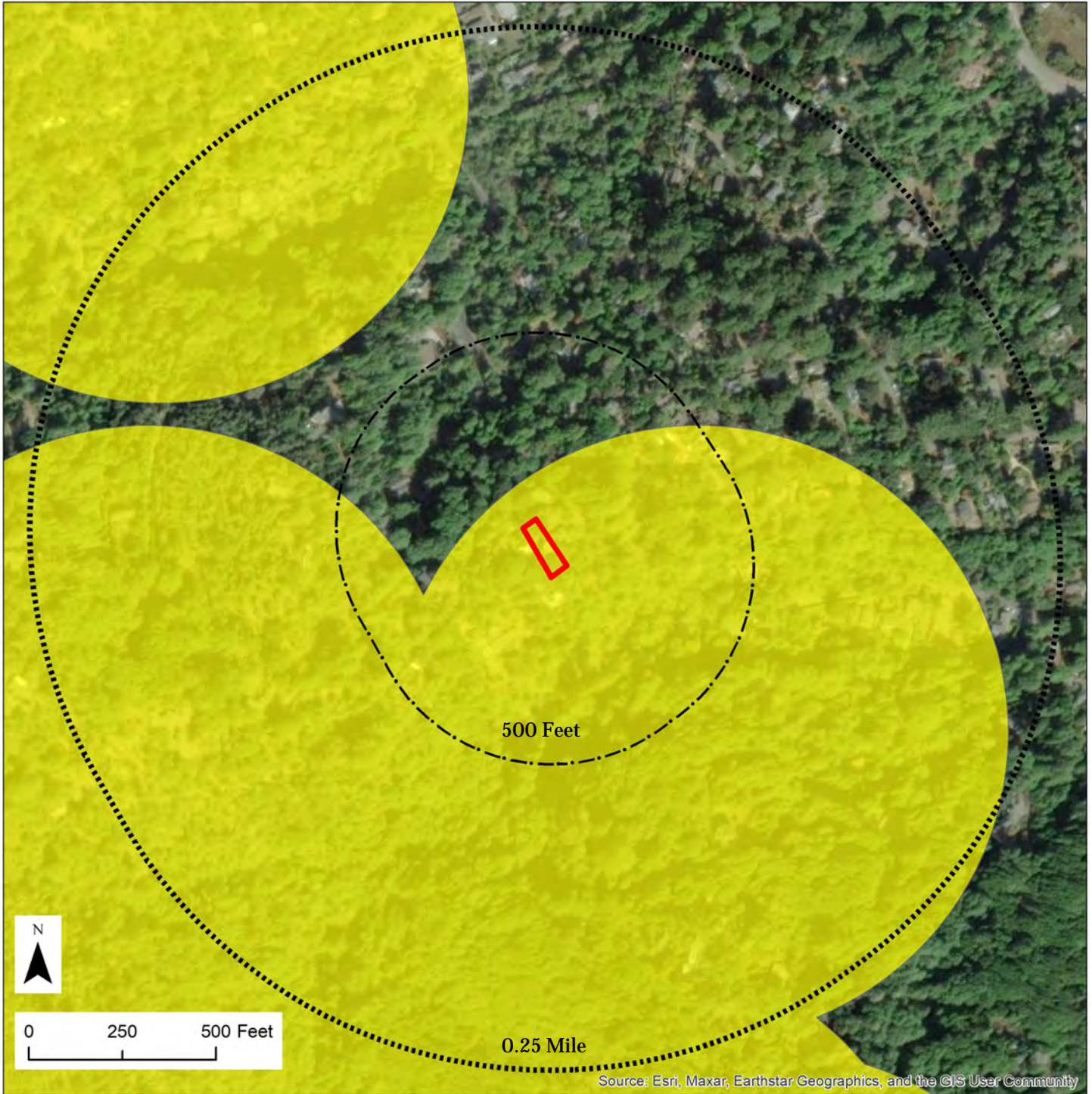
06-13-24 Colby-Fretilce 12630.dwg 07\EXHIBIT\2630-07-EXHIBIT.dwg TAB Colby Tank





Figure 6 Northern Spotted Owl Occurrences within 0.25 Mile and 500 Feet of the Project Site
Via de la Vista, Inverness, CA (112-220-10)



- Seahaven Tank Site
- 500-Foot Buffer
- 0.25-Mile Buffer
- SPOW Observation 825-Ft No Disturbance Noise Buffer

Figure 7 Northern Spotted Owl Occurrences
Colby Tank Site, Inverness, Marin County, California



-  Colby Tank Site
-  500-Ft Buffer
-  0.25-Mile Buffer
-  SPOW Observation 825-Ft No Disturbance Noise Buffer



Inverness Public Utility District
Board Meeting

Agenda Item No. 6
Fire Department Report

FIRE DEPARTMENT REPORT

July 2024 / August Board Meeting

Incidents

Number Date

- #24-078 7/2 **Smell of propane** @ 495 Aberdeen Way. Leaking hall heater.
Attendance: David Briggs
- #24-079 7/4 **Vehicle accident** @ 27099 Sir Francis Drake Blvd. Non-injury
Attendance: Brian Cassel, Dennis Holton, Jacob Leyva, Jim Fox, Tom Fox
- #24-080 7/5 **Bicycle crash** @ Bayview Trail.
Attendance: Brian Cassel, Cassidy Russell, Greg Eastman, Jim Fox, Tim Olson, Tom Fox.
- #24-081 7/7 **Vehicle accident** @ SFD and Drakes Estero. Motorcyclist deceased after crash.
Attendance: Brian Cassel, Dennis Holton, Greg Eastman, Jacob Leyva, Jay Borodic, Jim Fox, Tim Olson, Tom Fox
- #24-082 7/14 **EMS** @ Perth Way for a heart issue.
Attendance: Andrew Bock, Brian Cassel, Tom Fox
- #24-083 7/18 **EMS** @ Edgemont for a possible stroke. M94 code 2 transport.
Attendance: Brian Cassel, Burton Eubank, Cassidy Russell, Jacob Leyva, Jim Fox, Sarah Flamm, Tom Olson, Tom Fox
- #24-084 7/20 **Water rescue** @ Tomales Bay for 7 people in water. Inverness cancelled.
Attendance: Brian Cassel, Burton Eubank, Jim Fox, Tom Fox
- #24-085 7/21 **Public service** @ Escondido for water on road
Attendance: Jim Fox
- #24-086 7/21 **Vehicle accident** @ 9910 SFD for motorcycle down. Inverness cancelled.
Attendance: Brian Cassel, David Briggs, Dennis Holton, Jacob Leyva, Jim Fox, Tom Fox
- #24-087 7/21 **Water rescue** @ Tomales Bay for grounded sailboat. No merit.
Attendance: Jim Fox, Tom Fox
- #24-088 7/23 **Tree down** @ Escondido Way for small branch onto powerlines.
Attendance: David Briggs, Jim Fox, Tom Fox
- #24-089 7/26 **Public service** @ Ottingers Hill for debris removal after non-injury vehicle accident.
Attendance: David Briggs

Trainings

July 13: Personal Protective Equipment, SCBA, report on conditions, and forcible entry joint drill with other West Marin Volunteer Departments. (attachment #4)

Attendees: Jim Fox, Tom Fox, David Briggs, Jay Borodic, Brian Cassel, Andrew Bock, Dennis Holton,

July 20: Search and rescue with other West Marin Volunteer Departments.

Attendees: Jim Fox, Tom Fox, Greg Eastman, Jay Borodic

July 27: Hose evolutions with other West Marin Volunteer Departments.

Attendees: Jim Fox, Tom Fox, Brian Cassell, David Briggs, Sydney Knudsen, Greg Eastman

Activities and Maintenance

1. NFIRS data preparation.
2. Firefighter academy.
3. Disaster radio prep.
4. New volunteer training.
5. Defensible space violation research and outreach.
6. Fire department landing page on website update.

Personnel

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, David Wright, Nikki Spencer, Greg Eastman, Jay Borodic, Liam Riley, Jack von Thayer, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sarah Flamm, Sydney Knudsen

Jim Fox, Chief



MWPA MONTHLY REPORT

July 2024 / August Board Meeting

Local Projects

- Vegetation maintenance activities in watershed on evacuation routes as needed.
- Evacuation route clearing 10-25 feet from roadway on many roads in Inverness (excluding mostly Sir Francis Drake Blvd) approved by county staff as allowable under Marin County Local Coastal Program. Inverness Fire has submitted to MWPA a list of non-county maintained roads that we'd like to have work done on in the 24-25 fiscal year.
 - Awaiting Marin County Board of Supervisors approval for CEQA for submitted roads. MWPA staff is expecting that approval to happen in September.
 - Once CEQA is approved, IPUD will coordinate with Marin County Fire to have crews perform work on some roads.
 - Advance notice will be given to homeowners in the area that work is planned.

Defensible Space

- MWPA defensible space inspectors inspected approximately half of Inverness in July.
 - IPUD staff have access to defensible space reports in order to identify which properties were marked as most problematic by MWPA inspectors.
 - Properties in the southern portion of IPUD that have been identified as poorly maintained by MWPA defensible space inspectors were sent letters, a copy of their defensible space report and a link to grant opportunities. (see attachment #1 for example letter).

West Marin CORE Project Activity

- CORE projects approved. Inverness will receive \$35,000 for a utility vehicle (UTV).
 - Fire dept staff are considering both gasoline powered and battery powered UTVs.
 - Gasoline UTVs can be purchased within, or very close to the MWPA core budget.
 - Electric UTVs will cost more than the \$35,000 CORE budget.
 - We will need to purchase a trailer as well. Quotes for the trailer are included in attachment #2 from NorCal powersports.
 - See attachment #2 and #3 for quotes.

Meetings / Committees

- July 25: Evacuation route work approval meeting
 - Reviewed Marin County Staff approval for evacuation route work and discussed timeline.



Inverness Volunteer Fire Department

Post Office Box 469
12781 Sir Francis Drake Blvd.
Inverness, CA 94937-0469

(415) 669-7151 invernesspud.org fire@invernesspud.org

Date:

Hello (**insert first and last neighbor name here**),

The Marin Wildfire Protection Agency (MWPA) identified defensible space issues on your property in their **(year)** Defensible Space Inspection. These issues, if ignored, lead to higher wildfire risk to firefighters, your home, your property, your neighbor's property, and our locally owned watershed. The Inverness Volunteer Fire Department (IVFD) can help you, the property owner, better understand what mitigation steps you need to take to protect your property and your neighbors from wildfire. In this email you will find:

1. A copy of your defensible space inspection is attached for you to review and understand why your property is at risk. This copy is provided by MWPA; it is private to you and not shared by IVFD or MWPA.
2. The contact information of our Fire Chief and Assistant Fire Chief to coordinate a site visit or initiate a conversation about defensible space mitigation. **Please contact Jim or David as soon as you have reviewed your report to let us know how you would like to proceed in mitigating the potential fire danger on your property, or, how we can assist you.**
3. A link to grant funding and chipper services available to private property owners for completed defensible space work. Grant funds are available on a first come first served basis through the MWPA.


IVFD's goal in assisting residents with defensible space issues on their properties is to apply community focused, professional knowledge when considering high risk priorities identified by the MWPA. Thank you for your time and review of your defensible space report. We look forward to hearing from you!

1. **Your report:** PDF; MWPA website (**link to view your report**)
2. **Inverness Volunteer Fire Department**
Please email your response to: fire@invernesspud.org

Fire Chief: Jim Fox, jim.fox@invernesspud.org, 415-660-6190 (dedicated fire cell)

Asst. Fire Chief: David Briggs, dbriggs@invernesspud.org, 415-669-7151 (Inverness fire station)

3. **MWPA Resident Resources**
 - a. Resident Grant: <https://www.marinwildfire.org/resident-info/resident-grants> (up to \$2,500 available per parcel)
 - b. Chipper Days: <https://www.chipperday.com/marin> (no application necessary)

Board of Directors: Kathryn Donohue President • Ken Emanuels, Vice President
David Press, Treasurer • Brent Johnson • Dakota Whitney

Shelley Redding, General Manager
James K. Fox, Chief of Operations (Fire Chief, Water System Superintendent)

Overview of Special Fire Tax, FY 2024/25

Gross revenue from tax, FY 2024/25	\$77,016.62
County fee withheld (@\$2.00/parcel x 687 taxable parcels)	\$1,374.00
Net proceeds to District	\$75,642.62
Net proceeds in previous year (FY 2023/24)	\$75,481.34
Dollar increase year-to-year	\$161.28
Percentage increase from previous year	0.214%
Total number of assessor's parcels in District	744
Untaxable parcels	57
Taxable parcels	687
Taxable developed parcels (taxed at 6¢ per sq ft of structures)	536
Taxable undeveloped parcels (taxed at \$5.00 per parcel)	151
Taxable parcels with a residential Use Code ¹	524

¹ The Water System serves 501 residential customer services, plus 18 commercial/institutional customer services, for a total of 519 customer connections. Of the 501 residential customer services, eight are inactive on undeveloped lots, leaving a total of 493 parcels served by an active residential water meter. There are also 23 developed residential parcels within the District but outside the Water System's service area (1 on Kehoe Way, 13 on Highland Way, 8 on Vision Road, and 1 on Camino del Mar). This produces a total of 516 developed residences within the District.



Inverness Public Utility District
Board Meeting

Agenda Item No. 7

Review and Approve Expenditures

Inverness Public Utility District Check Detail

Type	Num	Date	July 2024 Name	Account	Paid Amount
Bill Pmt -Check	ACH	07/01/2024	U. S. Bank Bancorp Purchasing Card 1-103	Bank of America 4809	
Bill		06/12/2024		CalCard xx7757 S. Redding	-5,152.90
Bill		06/22/2024		CalCard xx0239 David Briggs	-11.98
Bill		06/22/2024		CalCard xx6591 Jim Fox	-127.11
TOTAL					-5,291.99
Bill Pmt -Check	ACH	07/15/2024	Truist Bank	1-103 · Bank of America 4809	
Bill	IPUD 0111	07/01/2024		870-12 · Billing & Collections	-0.78
TOTAL					-0.78
Bill Pmt -Check	Auto	07/15/2024	Innovative Business Solutions	1-103 · Bank of America 4809	
Bill		07/15/2024		870-06 · Banking & Payroll Charges	-101.00
TOTAL					-101.00
Bill Pmt -Check	Auto	07/15/2024	CalPERS Health	1-103 · Bank of America 4809	
Bill	August 2024	07/15/2024		810-07 · Health Insurance	-6,128.46
				810-07 · Health Insurance	-3,677.08
				810-07 · Health Insurance	-23.53
				810-08 · Retiree Health Ins.	-268.62
				810-08 · Retiree Health Ins.	-2,104.26
TOTAL					-12,201.95
Bill Pmt -Check	EFT	07/01/2024	PG&E	1-103 · Bank of America 4809	
Bill		06/24/2024		840-07 · Collection/Treat Utilities	-3,210.31
				840-07 · Collection/Treat Utilities	-107.73
				840-08 · Distribution Utilities	-566.81
				840-10 · Admin Office Utilities	-104.57
				840-09 · Firehouse Utilities	-236.76
TOTAL					-4,226.18
Bill Pmt -Check	EFT	07/01/2024	Diversified Tech	1-103 · Bank of America 4809	
Bill		07/08/2024		870-12 · Billing & Collections	-758.00
TOTAL					-758.00
Bill Pmt -Check	EFT	07/01/2024	Inverness Properties	1-103 · Bank of America 4809	
Bill		07/01/2024		870-15 · Admin. Office Rent	-1,200.00
TOTAL					-1,200.00
Bill Pmt -Check	EFT	07/15/2024	Truist Bank	1-103 · Bank of America 4809	
Bill	IPUD0111	07/01/2024		870-12 · Billing & Collections	-0.78
TOTAL					-0.78

Inverness Public Utility District
Check Detail

Type	Num	Date	July 2024 Name	Account	Paid Amount
Bill Pmt -Check	EFT	07/16/2024	CalPERS UAL	1-103 · Bank of America 4809	
Bill	17591290	07/01/2024		810-12 · Unfunded Accrued Liability	-173.00
Bill	17591271	07/01/2024		810-12 · Unfunded Accrued Liability	-27,579.00
Bill	17591281	07/01/2024		810-12 · Unfunded Accrued Liability	-16,504.00
Bill	17591297	07/01/2024		810-12 · Unfunded Accrued Liability	-389.00
				810-12 · Unfunded Accrued Liability	-389.00
TOTAL					-45,034.00
Bill Pmt -Check	EFT	07/16/2024	AT&T- F1 Internet	1-103 · Bank of America 4809	
Bill	139584573	07/14/2024		840-07 · Collection/Treat Utilities	-234.40
TOTAL					-234.40
Bill Pmt -Check	EFT	07/31/2024	Innovative Business Solutions	1-103 · Bank of America 4809	
Bill	195353	07/31/2024		870-06 · Banking & Payroll Charges	-95.50
TOTAL					-95.50
Bill Pmt -Check	14508	07/02/2024	Brelje & Race Engineering	1-104 · Bank of America 0150	
Bill	28516	06/17/2024		1371-35 · Colby & Seahaven Tank Improve	-198.75
				1371-35 · Colby & Seahaven Tank Improve	-5,455.00
				1371-35 · Colby & Seahaven Tank Improve	-720.00
				1371-35 · Colby & Seahaven Tank Improve	-465.00
				1371-35 · Colby & Seahaven Tank Improve	-1,262.25
TOTAL					-8,101.00
Bill Pmt -Check	60452	07/02/2024	Alpha Analytical Laboratories, Inc,	1-103 · Bank of America 4809	
Bill	4066259-INVPUD	06/24/2024		835-02 · Periodic Samples	-798.00
TOTAL					-798.00
Bill Pmt -Check	60453	07/02/2024	DeCarli's	1-103 · Bank of America 4809	
Bill	375385	06/20/2024		840-09 · Firehouse Utilities	-559.86
TOTAL					-559.86
Bill Pmt -Check	60454	07/02/2024	Harrington Industrial Plastics LLC	1-103 · Bank of America 4809	
Bill	006O4460	06/19/2024		850-01 · Supplies & Inventory	-2,085.07
TOTAL					-2,085.07
Bill Pmt -Check	60455	07/02/2024	Marin County Tax Collector	1-103 · Bank of America 4809	
Bill	05-24 charges	06/17/2024		860-01 · Vehicle Oil & Gas	-829.25
				860-01 · Vehicle Oil & Gas	-509.79
Bill	04-24 charges	06/18/2024		860-01 · Vehicle Oil & Gas	-588.51
				860-01 · Vehicle Oil & Gas	-127.08

Inverness Public Utility District
Check Detail

Type	Num	Date	July 2024 Name	Account	Paid Amount
TOTAL					-2,054.63
Bill Pmt -Check	60456	07/02/2024	PACE Supply Corp	1-103 · Bank of America 4809	
Bill	019562156	06/19/2024		850-01 · Supplies & Inventory	-943.56
Bill	019227327-1	06/19/2024		850-01 · Supplies & Inventory	-391.48
TOTAL					-1,335.04
Bill Pmt -Check	60457	07/02/2024	Quill LLC	1-103 · Bank of America 4809	
Bill	39115802	06/13/2024		870-05 · Office Supplies	-227.92
TOTAL					-227.92
Bill Pmt -Check	60458	07/02/2024	Recology Sonoma Marin	1-103 · Bank of America 4809	
Bill	45830585	07/01/2024		840-09 · Firehouse Utilities	-161.28
TOTAL					-161.28
Bill Pmt -Check	60459	07/02/2024	Wade B. Holland	1-103 · Bank of America 4809	
Bill		06/28/2024		870-05 · Office Supplies	-28.88
				870-05 · Office Supplies	-8.49
TOTAL					-37.37
Bill Pmt -Check	60464	07/08/2024	Special District Risk Management Autf	1-103 · Bank of America 4809	
Bill		07/01/2024		870-03 · Insurance - Property	-17,992.24
				870-03 · Insurance - Property	-31,542.00
TOTAL					-49,534.24
Bill Pmt -Check	60465	07/08/2024	Special District Risk Management Autf	1-103 · Bank of America 4809	
Bill		07/01/2024		810-13 · Workers Comp	-16,749.78
				810-13 · Workers Comp	-8,174.14
				810-13 · Workers Comp	-1,676.63
TOTAL					-26,600.55
Bill Pmt -Check	60472	07/15/2024	Amazon Capital Services	1-103 · Bank of America 4809	
Bill	1TKW-RH7L-R6QF	07/09/2024		870-05 · Office Supplies	-431.41
TOTAL					-431.41
Bill Pmt -Check	60473	07/15/2024	Horizon Cable TV Inc.	1-103 · Bank of America 4809	
Bill	005-009493 07/2024	07/01/2024		870-01 · Telephone & Internet	-105.04
Bill	005-003907 07/2024	07/01/2024		870-01 · Telephone & Internet	-75.04
TOTAL					-180.08
Bill Pmt -Check	60474	07/15/2024	Inverness Properties	1-103 · Bank of America 4809	

Inverness Public Utility District Check Detail

Type	Num	Date	July 2024 Name	Account	Paid Amount
Bill	June/July 2024	07/15/2024		870-15 · Admin. Office Rent	-72.00
TOTAL					-72.00
Bill Pmt -Check	60475	07/15/2024	McPhail Fuel Company	1-103 · Bank of America 4809	
Bill	IO25974	07/09/2024		840-10 · Admin Office Utilities	-5.00
TOTAL					-5.00
Bill Pmt -Check	60476	07/15/2024	Streamline	1-103 · Bank of America 4809	
Bill	A1B0C9E2-0036	07/01/2024		870-02 · Dues/Publications/Subscriptions 146 - Other Prepays	-3,278.00 -298.00
TOTAL					-3,576.00
Bill Pmt -Check	60477	07/15/2024	Vision Road Association	1-103 · Bank of America 4809	
Bill	VRA 2024 IPUD	07/12/2024		840-03 · Grounds Maintenance	-1,490.00
TOTAL					-1,490.00
Bill Pmt -Check	60478	07/23/2024	AT&T CalNet	1-103 · Bank of America 4809	
Bill		07/07/2024		870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-174.93 -147.17 -125.50
TOTAL					-447.60
Bill Pmt -Check	60479	07/23/2024	AT&T Mobility	1-103 · Bank of America 4809	
Bill	287322251032XO0705	07/01/2024		870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-146.37 -45.43 -50.47
TOTAL					-242.27
Bill Pmt -Check	60480	07/23/2024	Brelje & Race Laboratories, Inc.	1-103 · Bank of America 4809	
Bill	157145	07/09/2024		835-01 · BacT & Raw Samples	-338.00
TOTAL					-338.00
Bill Pmt -Check	60481	07/23/2024	Grainger	1-103 · Bank of America 4809	
Bill	9170231576	07/02/2024		850-01 · Supplies & Inventory	-67.50
Bill	9176540541	07/09/2024		850-01 · Supplies & Inventory	-125.22
TOTAL					-192.72
Bill Pmt -Check	60482	07/23/2024	Hach Company	1-103 · Bank of America 4809	
Bill	14099627	07/10/2024		850-01 · Supplies & Inventory	-345.74
TOTAL					-345.74
Bill Pmt -Check	60483	07/23/2024	PACE Supply Corp	1-103 · Bank of America 4809	

Inverness Public Utility District
Check Detail

Type	Num	Date	July 2024 Name	Account	Paid Amount
Bill	019562156-1	07/09/2024		850-01 · Supplies & Inventory	-411.35
TOTAL					-411.35
Bill Pmt -Check	60484	07/23/2024	Pamela Kroner	1-103 · Bank of America 4809	
Bill		07/12/2024		840-03 · Grounds Maintenance	-255.00
TOTAL					-255.00
Check	60485	07/23/2024	Pam Kroner	1-103 · Bank of America 4809	
TOTAL				850-01 · Supplies & Inventory	-100.93
					-100.93
Bill Pmt -Check	60486	07/29/2024	Marin County Tax Collector	1-103 · Bank of America 4809	
Bill	21595-LAFCO24/25	07/18/2024		870-17 · Agency Fees	-757.49
TOTAL					-757.49
Bill Pmt -Check	60487	07/29/2024	Marin County Tax Collector	1-103 · Bank of America 4809	
Bill	21543 06-24	07/17/2024		860-01 · Vehicle Oil & Gas	-620.97
TOTAL				860-01 · Vehicle Oil & Gas	-355.37
					-976.34
Bill Pmt -Check	60488	07/29/2024	PACE Supply Corp	1-103 · Bank of America 4809	
Bill	019666814	07/16/2024		850-01 · Supplies & Inventory	-43.70
Bill	019671403	07/18/2024		850-01 · Supplies & Inventory	-447.93
TOTAL					-491.63
Bill Pmt -Check	60489	07/29/2024	Amazon Capital Services	1-103 · Bank of America 4809	
Bill	1RXM-HVCF-JG4V	07/20/2024		850-01 · Supplies & Inventory	-36.76
TOTAL					-36.76
Bill Pmt -Check	60490	07/29/2024	Grainger	1-103 · Bank of America 4809	
Bill	9180359383	07/12/2024		850-01 · Supplies & Inventory	-159.69
TOTAL					-159.69
Bill Pmt -Check	60491	07/29/2024	McMaster-Carr	1-103 · Bank of America 4809	
Bill	30248541	07/17/2024		850-01 · Supplies & Inventory	-29.38
Bill	30299672	07/18/2024		850-01 · Supplies & Inventory	-25.84
Bill	30318208	07/18/2024		850-01 · Supplies & Inventory	-64.50
TOTAL					-119.72
Bill Pmt -Check	60492	07/29/2024	Point Reyes Light Publishing Co LC	1-103 · Bank of America 4809	

Inverness Public Utility District
Check Detail

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>July 2024 Name</u>	<u>Account</u>	<u>Paid Amount</u>
Bill	71550	07/22/2024		870-08 · Board & Election Expenses	-112.00
TOTAL					-112.00
Bill Pmt -Check	60493	07/29/2024	Quill LLC	1-103 · Bank of America 4809	
Bill	39445530	07/09/2024		870-05 · Office Supplies	-20.11
Bill	39447622	07/09/2024		850-01 · Supplies & Inventory	-30.30
Bill	39496910	07/09/2024		870-05 · Office Supplies	-80.09
TOTAL					-130.50
Bill Pmt -Check	60494	07/29/2024	Underground Services Alert	1-103 · Bank of America 4809	
Bill	1489792024	07/22/2024		870-02 · Dues/Publications/Subscriptions	-300.00
TOTAL					-300.00

Inverness Public Utility District Payroll Expenses July 2024

Expense	<u>Water</u> <u>(Enterprise Fund)</u>	<u>District</u> <u>(General Fund)</u>	<u>Total Fire</u> <u>(General Fund)</u>	<u>TOTAL</u>
810 · Personnel Costs				
810-01 · Management Wages	0.00	15,485.08	5,711.60	21,196.68
810-02 · Operations Wages	19,130.72	0.00	4,157.98	23,288.70
810-03 · Administrative Wages	2,344.76	8,651.85	0.00	10,996.61
810-04 · Employers Payroll Tax	1,722.07	1,854.98	713.26	4,290.31
810-06 · Duty Officer Stpend	0.00	0.00	225.00	225.00
810-07 · Health Insurance	4,843.38	23.53	2,906.03	7,772.94
810-08 · Retiree Health Ins.	0.00	2,104.26	268.62	2,372.88
810-09 · Health Ins in Lieu	0.00	1,060.00	0.00	1,060.00
810-10 · Retirement Premiums	3,804.52	3,280.32	2,253.16	9,338.00
Total 810 · Personnel Costs	<u>31,845.45</u>	<u>32,460.02</u>	<u>16,235.65</u>	<u>80,541.12</u>
Total Expense	<u>31,845.45</u>	<u>32,460.02</u>	<u>16,235.65</u>	<u>80,541.12</u>
Net Income	<u><u>-31,845.45</u></u>	<u><u>-32,460.02</u></u>	<u><u>-16,235.65</u></u>	<u><u>-80,541.12</u></u>

Inverness Public Utility District
CalCard Credit Card Report
June 23 through July 22, 2024

Type	Date	Name	Memo	Account	Split	Amount
2670 - US Bank Cal Card						
CalCard xx0239 David Briggs						
Credit Card Charge	07/12/2024	Inverness Store	Supplies	CalCard xx0239 David Briggs	843-01 · Volunteer Appreciation	4.86
Credit Card Charge	07/12/2024	Costco Wholesale	Supplies	CalCard xx0239 David Briggs	843-01 · Volunteer Appreciation	97.82
Bill	07/12/2024	U. S. Bank Bancorp Purchasing Card Prog		CalCard xx0239 David Briggs	20000 · Accounts Payable	-102.68
Total CalCard xx0239 David Briggs						0.00
CalCard xx6591 Jim Fox						
Credit Card Charge	06/25/2024	Palace Market	Drill Supplies	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	75.59
Credit Card Charge	07/03/2024	Inverness Store	Drill Supplies	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	49.44
Bill	07/12/2024	U. S. Bank Bancorp Purchasing Card Prog		CalCard xx6591 Jim Fox	20000 · Accounts Payable	-512.50
Credit Card Charge	07/13/2024	Adobe	Monthly Adobe Subscription	CalCard xx6591 Jim Fox	870-02 · Dues/Publications/Subscriptions	29.99
Credit Card Charge	07/15/2024	Redwood Oil	Fuel C-300	CalCard xx6591 Jim Fox	860-01 · Vehicle Oil & Gas	75.00
Credit Card Charge	07/15/2024	Redwood Oil	Fuel Jeep	CalCard xx6591 Jim Fox	860-01 · Vehicle Oil & Gas	75.00
Credit Card Charge	07/17/2024	Amazon-Credit Card Chgs	Small Tools	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	21.64
Credit Card Charge	07/19/2024	Palace Market	Training w/ MCFD Supplies	CalCard xx6591 Jim Fox	843-02 · Volunteer Training	46.94
Credit Card Charge	07/19/2024	Redwood Oil	Fuel - GMC	CalCard xx6591 Jim Fox	860-01 · Vehicle Oil & Gas	75.00
Credit Card Charge	07/20/2024	Bovine Bakery	Training w/ MCFD Supplies	CalCard xx6591 Jim Fox	843-02 · Volunteer Training	63.90
Total CalCard xx6591 Jim Fox						0.00
CalCard xx7757 S. Redding						
Credit Card Charge	07/05/2024	San Francisco Chronicle	Monthly E-subscription	CalCard xx7757 S. Redding	870-02 · Dues/Publications/Subscriptions	15.96
Credit Card Charge	07/10/2024	CSU Global	CSU Water Policy Training-8 weeks	CalCard xx7757 S. Redding	870-09 · Travel, Meetings, Training	1,125.00
Credit Card Charge	07/10/2024	CSU Global	Svc Chg	CalCard xx7757 S. Redding	870-09 · Travel, Meetings, Training	32.06
Credit Card Charge	07/12/2024	Costco Wholesale	Supplies	CalCard xx7757 S. Redding	843-01 · Volunteer Appreciation	72.42
Bill	07/12/2024	U. S. Bank Bancorp Purchasing Card Prog		CalCard xx7757 S. Redding	20000 · Accounts Payable	-1,401.42
Credit Card Charge	07/15/2024	U. S. Postal Service	10 Books of 20 stamps	CalCard xx7757 S. Redding	870-05 · Office Supplies	146.00
Credit Card Charge	07/15/2024	Whole Foods Market	Supplies	CalCard xx7757 S. Redding	870-05 · Office Supplies	9.98
Total CalCard xx7757 S. Redding						0.00
Total 2670 - US Bank Cal Card						0.00
TOTAL						0.00



Inverness Public Utility District
Board Meeting

Agenda Item No. 8

Consider and Approve Grant Easements
from IPUD to Two Parcels Adjacent to
Colby Tank Site



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Grant of Easement for Two Properties Adjacent to the Colby Tank Site
Meeting Date: August 20, 2024
Date Prepared: August 15, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Grant of Easement Documents from IPUD to the McEneaney 2001 Trust; Grant of Easement Documents from IPUD to the Haas and McCoy Trust

Recommended Action: Approve Grant of Easements from IPUD to The McEneaney 2001 Trust and The Haas McCoy Trust

The Colby tank site property was included in the original purchase of the water system from Citizens Utilities in 1980. Several years ago, an informal verbal agreement was given allowing both the McEneaney Property and the McCoy property use of the small portion of the tank property for gardening and landscape purposes, as it is adjacent to both properties as a shared strip on 3 sides. The piece of property is not used by the District for any purpose and is not intended for any future use by the District.

When the new Colby Tank Replacement project was announced, both property owners realized that an informal agreement for use of the property owned by IPUD may be too informal for the successors of their respective properties. They approached staff about codifying the easements for future use. Staff reviewed the request and at the request of staff, the property owners facilitated the engagement of legal representation surveyors to provide the required documentation needed for the Grant of Easement to be reviewed, approved and executed by the Board of Directors.

RECOMMENDATION: Staff has no objection to the execution of the Grant of Easements from IPUD to both the McEneaney 2001 Trust and the Haas McCoy Trust.

WHEN RECORDED RETURN TO:
John K. Sutherland
John K. Sutherland P.C.
2540 Camino Diablo
Suite 200
Walnut Creek, CA 94597

Grant of Easement

Grant of Easement

For value received, the receipt and sufficiency of which is acknowledged, the undersigned grantor, the Inverness Public Utility District, a California special district, the owner of the real property in Marin County, California, described in Exhibit A attached hereto (the "servient tenement") hereby grants to Michael D. McEneany and Patricia G. McEneany, Trustees of the McEneany 2001 Trust dated November 3, 2001, the owners of the adjacent real property described in Exhibit B attached hereto (the "dominant tenement") an exclusive easement, appurtenant to the dominant tenement, for the use and occupancy of that portion of the servient tenement described in Exhibit C attached hereto (the "easement area").

By acceptance of this grant of easement, the grantees acknowledge and agree that (i) the grantees shall not build or install any improvements in the easement area other than a wooden fence not more than six feet high at the boundary of the easement area adjacent to the boundary line between the easement area and the rest of the servient tenement, and (ii) the grantees and the grantee's successors and assigns shall indemnify, defend, and hold harmless the grantors and their successors and assigns of and from any and all claims, demands, liabilities, actions, causes of action, fees, costs, including attorney fees, and expenses arising from or relating, directly or indirectly, to the use and occupancy of the easement area by the grantees and their invitees, licensees, successors and assigns.

Dated: _____, 2024.

Inverness Public Utility District

By: _____
Name:
Title:

The undersigned grantees accept the foregoing grant of easement.

Dated: _____, 2024.

Michael D. McEneany
Trustee of the McEneany 2001 Trust
dated November 3, 2001

Patricia G. McEneany
Trustee of the McEneany 2001 Trust
dated November 3, 2001

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, 2024, before me, _____,

Notary Public, personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal

Signature of Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, 2024, before me, _____,

Notary Public, personally appeared Michael D. McEneaney

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal

Signature of Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, 2024, before me, _____,

Notary Public, personally appeared Patricia G. McEneaney

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal

Signature of Notary Public

Exhibit A

Lots 7, 14 and 15 of Block 29, as shown upon that certain Map entitled "Revised Map of Block 28, 29, 30, 31 and 32, Inverness" filed September 15, 1913 in Map Book 4 at page 52, in the office of the County Recorder of the County of Marin, State of California.

Excepting Therefrom the portion of Lots 14 and 15 conveyed by Bertha S. Hamilton to George E. Atkins, by Deed recorded November 4, 1931 in Liber 236 of Official Records at page 98, Marin County Records.

Together with an easement for pipeline purposes, 10 ft in width, lying Northwesterly of, adjacent to, and parallel with the Southeasterly line of Lot 16, Map hereinabove referred to, and lying Southwesterly of, adjacent to, and parallel with the Northwesterly extension of the Southwesterly line of Lot 3, map hereinabove referred to, running from the most Southerly corner of said Lot 16 to a point in the Southerly line of Kenneth way.

Exhibit B

PARCEL ONE:

LOT 6 IN BLOCK 29 OF INVERNESS, MARIN COUNTY, CALIFORNIA, AS SHOWN ON A CERTAIN MAP ENTITLED "AMENDED MAP NUMBER ONE (1), INVERNESS, MARIN COUNTY, CALIFORNIA, "RECORDED MAY 20, 1909, IN BOOK 3 OF MAPS AT PAGE 13, MARIN COUNTY RECORDS.

PARCEL TWO:

A DRIVEWAY EASEMENT FOR INGRESS AND EGRESS OVER A PORTION OF LOTS 4 AND 5, BLOCK 29, AS DELINEATED ON THAT CERTAIN MAP ENTITLED, "REVISED MAP OF BLOCKS 28, 29, 30 AND 31, ALSO BLOCK 32, INVERNESS, "RECORDED SEPTEMBER 15, 1913, IN BOOK 4 OF MAPS AT PAGE 52, MARIN COUNTY RECORDS. SAID EASEMENT WAS CONVEYED BY DOCUMENT RECORDED JANUARY 31, 2000, DOCUMENT NO. 2000-0005685, MARIN COUNTY RECORDS, AND DESCRIBED AS:

BEGINNING AT A POINT ON NORTHWESTERLY LINE OF PERTH WAY THAT BEARS SOUTH 48° 09' 00" WEST, 9.57 FEET FROM THE EASTERLY CORNER OF SAID LOT 4;; THENCE LEAVING SAID NORTHWESTERLY LINE OF SAID PERTH WAY, SOUTH 73° 00' 00" WEST, 50.96 FEET; THENCE ALONG A CURVE TO THE RIGHT WHOSE RADIUS BEARS NORTH 17° 00' 00" WEST, 20.00 FEET, THROUGH AN ANGLE OF 100° 00' 00" AND AN ARC DISTANCE OF 34.91; THENCE SOUTH 83° 00' 00" WEST, 18.00 FEET, THENCE SOUTH 07° 00' 00" EAST, 25.32 FEET; THENCE SOUTH 54° 02' 00" WEST, 2.67 FEET TO THE SOUTHWESTERLY LINE OF SAID LOT 5; THENCE ALONG THE SAID SOUTHWESTERLY LINE OF LOT 5, SOUTH 35° 58' 00" EAST, 19.87; THENCE LEAVING SAID LOT LINE, NORTH 73° 00' 00" EAST, 53.29 FEET TO SAID NORTHWESTERLY LINE OF PERTH WAY; THENCE ALONG SAID LINE, NORTH 48° 09' 00" EAST TO THE POINT OF BEGINNING.

EXHIBIT 'C'

**DESCRIPTION
(Inverness Water Company to McEneaney)**

All that certain real property situated in the County of Marin, State of California, described as follows;

An easement over a portion of Lot 15 of Block 29 and described in the Grant Deed form Larry H. Marks and Jean B. Marks to Inverness Water Company, A California Corporation, recorded May 31, 1960 in Book 1371 of Official Recorded at Page 202, in the Office of the Marin County Recorder and delineated upon the certain subdivision map entitled "Revised Map of Block 28, 29, 30 & 31 also Block 32, Inverness, Marin County, Cal., 1912", recorded September 15, 1913 in Book 4 of Maps at Page 52, in the Office of the Marin County Recorder, described as follows:

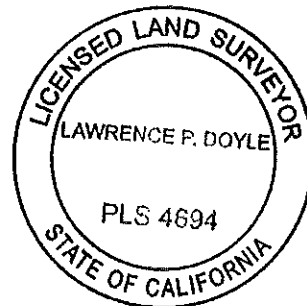
Beginning at a ½" rebar and cap stamped PLS 4694 being the corner of Lots 5, 6, 15 and 16 as shown on the certain map entitled "Record of Survey, Lands of Alt & Kennedy, O.R. 2005-5274, Being Lots 1,2, &3 In Block 29 as shown on Revised Map of Block 28,29, 30, 31 and 32, Inverness, Marin County, Cal filed in Volume 4 of Maps, Page 52, in Marin County Records, Vicinity of Inverness, Marin County, California", recorded June 27th in Book 2005 of Maps at Page 168, Marin County Records;

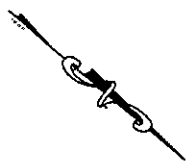
1. Thence along the common line of said Lots 6 and 15 South 56°24'00" West 45.00 feet to the corner of said Lots 6 &15 and Lots 7 and 14 as shown on said Record of Survey;
2. Thence along the common line of Lots 14 and 15 North 33°36'00" West 2.50 feet;
3. Thence leaving said line North 56°24'00" East 45.00 feet to the common line of Lots 15 & 16;
4. Thence along said common line South 33°36'00" East 2.50 feet to the Point of Beginning.

The Basis of Bearings for this Description is the bearing of North 60°53'29" West between a 1/2" rebar with cap stamped PLS 4694 and ¾" pipe and cap stamped PLS 4694 as shown on said Record of Survey.

This description was written by:

Lawrence P. Doyle
Lawrence P. Doyle
P.L.S. 4694
Date: 5/7/2024





LANDS OF INVERNESS WATER COMPANY
1371 OR 202

LOT 13
LOT 14

LOT 7

METAL FENCE

EASEMENT

N33°36'00"W
2.50'

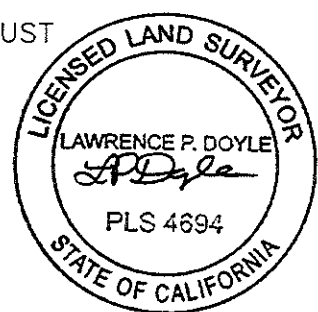
LANDS OF McENEANY 2001 TRUST
D.N.2019-0047005

LOT 6 BLOCK 29
4 RM 52

LOT 14
LOT 15

LANDS OF THE HASS MCCOY TRUST
DATED MAY 19, 1995
D.N.2012-0016175

BLOCK 29
4 RM 52



S33°36'00"E
2.50'

S36°00'02"E 131.64'

POINT OF BEGINNING
FD. 3/4" PIPE &
PLUG PLS 4694

LOT 5

LANDS OF THE HASS MCCOY TRUST
DATED MAY 19, 1995
D.N.2012-0016175

S56°24'00"W
45.00'
N56°24'00"E
45.00'

LOT 15
LOT 16

12.00'
S33°36'00"E

N56°24'00"E

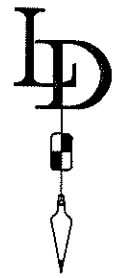


EXHIBIT 'C'

INVERNESS MARIN COUNTY CALIFORNIA

SCALE: 1" = 16'	DRAWN BY:
DATE: 2/13/24	SHEET 2 OF 2
LAWRENCE P. DOYLE LAND SURVEYOR/CIVIL ENGINEER 100 HELENS LANE MILL VALLEY CA 94941 (415-388-9585)	
DRAWING NO. 3038	

WHEN RECORDED RETURN TO:
John K. Sutherland
John K. Sutherland P.C.
2540 Camino Diablo
Suite 200
Walnut Creek, CA 94597

Grant of Easement

Grant of Easement

For value received, the receipt and sufficiency of which is acknowledged, the undersigned grantor, the Inverness Public Utility District, a California special district, the owner of the real property in Marin County, California, described in Exhibit A attached hereto (the "servient tenement") hereby grants to Thomas W. McCoy and Earlene Hass, Trustees of the 2012 Restated Hass and McCoy Trust dated September 19, 2012, the owners of the adjacent real property described in Exhibit B attached hereto (the "dominant tenement") an exclusive easement, appurtenant to the dominant tenement, for the use and occupancy of that portion of the servient tenement described in Exhibit C attached hereto (the "easement area").

By acceptance of this grant of easement, the grantees acknowledge and agree that (i) the grantees shall not build or install any improvements in the easement area other than a wooden fence not more than six feet high at the boundary of the easement area adjacent to the boundary line between the easement area and the rest of the servient tenement, and (ii) the grantees and the grantee's successors and assigns shall indemnify, defend, and hold harmless the grantors and their successors and assigns of and from any and all claims, demands, liabilities, actions, causes of action, fees, costs, including attorney fees, and expenses arising from or relating, directly or indirectly, to the use and occupancy of the easement area by the grantees and their invitees, licensees, successors and assigns.

Dated: _____, 2024.

Inverness Public Utility District

By: _____
Name:
Title:

The undersigned grantees accept the foregoing grant of easement.

Dated: _____, 2024.

Thomas W. McCoy
Trustee of the 2012 Restated Hass
and McCoy Trust dated September 19,
2012

Earlene Hass
Trustee of the 2012 Restated Hass
and McCoy Trust dated September 19,
2012

Exhibit A

Lots 7, 14 and 15 of Block 29, as shown upon that certain Map entitled "Revised Map of Block 28, 29, 30, 31 and 32, Inverness" filed September 15, 1913 in Map Book 4 at page 52, in the office of the County Recorder of the County of Marin, State of California.

Excepting Therefrom the portion of Lots 14 and 15 conveyed by Bertha S. Hamilton to George E. Atkins, by Deed recorded November 4, 1931 in Liber 236 of Official Records at page 98, Marin County Records.

Together with an easement for pipeline purposes, 10 ft in width, lying Northwesterly of, adjacent to, and parallel with the Southeasterly line of Lot 16, Map hereinabove referred to, and lying Southwesterly of, adjacent to, and parallel with the Northwesterly extension of the Southwesterly line of Lot 3, map hereinabove referred to, running from the most Southerly corner of said Lot 16 to a point in the Southerly line of Kenneth way.

Exhibit B

PARCEL ONE:

COMMENCING AT THE NORTHWEST CORNER OF LOT 14 OF BLOCK 29 AS THE SAME IS SHOWN UPON THAT CERTAIN MAP ENTITLED, "REVISED MAP OF BLOCK 28, 29, 30 AND 31, ALSO BLOCK 32, INVERNESS", FILED SEPTEMBER 15, 1913 IN MAP BOOK 4 AT PAGE 52, MARIN COUNTY RECORDS; THENCE SOUTH 33° 36' EAST 111.8 FEET TO A CONCRETE MONUMENT; THENCE NORTH 56° 24' EAST 102.0 FEET TO A CONCRETE MONUMENT; THENCE NORTH 33° 36' WEST 75.41 FEET TO A CONCRETE MONUMENT ON THE NORTH LINE OF LOT 16 OF SAID BLOCK 29, AND THENCE ALONG THE NORTH LINE OF LOTS 16, 15 AND 14 OF SAID BLOCK 29, NORTH 84° 57' WEST 61.26 FEET, SOUTH 65° 18' WEST 41.2 FEET AND SOUTH 24° 48' WEST 15.7 FEET TO PLACE OF COMMENCEMENT.

BEING A PORTION OF LOTS 14, 15 AND 16 OF SAID BLOCK 29.

EXCEPTING THEREFROM THAT CERTAIN PARCEL OF LAND CONVEYED BY THE DEED FROM GEORGE E. ATKINS TO MONTGOMERY KNOWLES RECORDED DECEMBER 8, 1931 IN BOOK 233 OF OFFICIAL RECORDS, AT PAGE 457, MARIN COUNTY RECORDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 14 OF BLOCK 29 AS THE SAME IS MARKED AND DELINEATED UPON A CERTAIN MAP ENTITLED, "REVISED MAP OF BLOCKS 28, 29, 30 AND 31, BLOCK 32, INVERNESS", FILED IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF MARIN, STATE OF CALIFORNIA, ON SEPTEMBER 15, 1913 IN MAP BOOK 4 AT PAGE 52, THENCE SOUTH 33° 36' EAST 111.8 FEET TO A CONCRETE MONUMENT; THENCE NORTH 56° 24' EAST 22.5 FEET; THENCE NORTH 33° 36' WEST 118.6 FEET TO THE NORTH LINE OF LOT 14 OF SAID BLOCK 29, AND THENCE ALONG THE NORTH LINE OF LOT 14 OF SAID BLOCK 29, SOUTH 65° 18' WEST 9.3 FEET AND SOUTH 24° 48' WEST 15.7 FEET TO THE PLACE OF COMMENCEMENT.

BEING A PORTION OF LOT 14 OF SAID BLOCK 29.

PARCEL TWO:

LOT 16, IN BLOCK 29 AS SHOWN UPON THAT CERTAIN MAP ENTITLED, "REVISED MAP OF BLOCKS 28, 29, 30, 31 AND 32, INVERNESS", RECORDED SEPTEMBER 15, 1913 IN BOOK 4 OF MAPS, AT PAGE 52, MARIN COUNTY, RECORDS.

EXCEPTING THEREFROM THAT PORTION CONVEYED BY BERTHA S. HAMILTON TO GEORGE E. ATKINS BY DEED RECORDED NOVEMBER 4, 1931 IN BOOK 236 OF OFFICIAL RECORDS, AT PAGE 98, MARIN COUNTY RECORDS.

THE ABOVE LEGAL DESCRIPTION IS PURSUANT TO THAT NOTICE OF MERGER RECORDED JUNE 11, 2003 AS INSTRUMENT NO. 2003-69353 OF OFFICIAL RECORDS.

A.P.N. 112-262-13

EXHIBIT 'C'

**DESCRIPTION
(Inverness Water Company to Hass/McCoy)**

All that certain real property situated in the County of Marin, State of California, described as follows;

An easement over a portion of Lot 15 of Block 29 and described in the Grant Deed form Larry H. Marks and Jean B. Marks to Inverness Water Company, A California Corporation, recorded May 31, 1960 in Book 1371 of Official Recorded at Page 202, in the Office of the Marin County Recorder and delineated upon the certain subdivision map entitled "Revised Map of Block 28, 29, 30 & 31 also Block 32, Inverness, Marin County, Cal., 1912", recorded September 15, 1913 in Book 4 of Maps at Page 52, in the Office of the Marin County Recorder, described as follows:

Beginning at a point on the common line of Lots 15 and 16 as shown on said Map, that bears North 33°36'00" West 2.50 feet from a ½" rebar and cap stamped PLS 4694 being the corner of Lots 5, 6, 15 and 16 as shown on the certain map entitled "Record of Survey, Lands of Alt & Kennedy, O.R. 2005-5274, Being Lots 1,2, &3 In Block 29 as shown on Revised Map of Block 28, 29, 30 and 31, & 32, Inverness, Marin County, Cal filed in Volume 4 of Maps, Page 52, in Marin County Records, Vicinity of Inverness, Marin County, California", recorded June 27th in Book 2005 of Maps at Page 168, Marin County Records;

1. Thence leaving said common line South 56°24'00" West 45.00 feet to the common line of Lots 14 and said 15 as shown on said maps;
2. Thence along said common in North 33°36'00" West 9.50 feet;
3. Thence leaving said line North 56°24'00 East 45.00 feet to the common line of said Lots 15 & 16;
4. Thence along said common line South 33°36'00" East 9.50 feet to the Point of Beginning.

The Basis of Bearings for this Description is the bearing of North 60°53'29" West between a 1/2" rebar with cap stamped PLS 4694 and ¾" pipe and cap stamped PLS 4694 as shown on said Record of Survey.

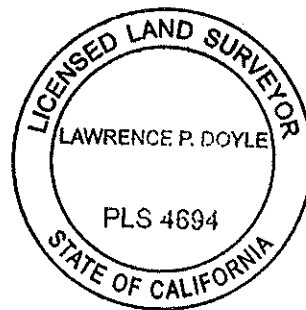
This description was written by:

Lawrence P. Doyle

Lawrence P. Doyle

P.L.S. 4694

Date: 5/7/2024



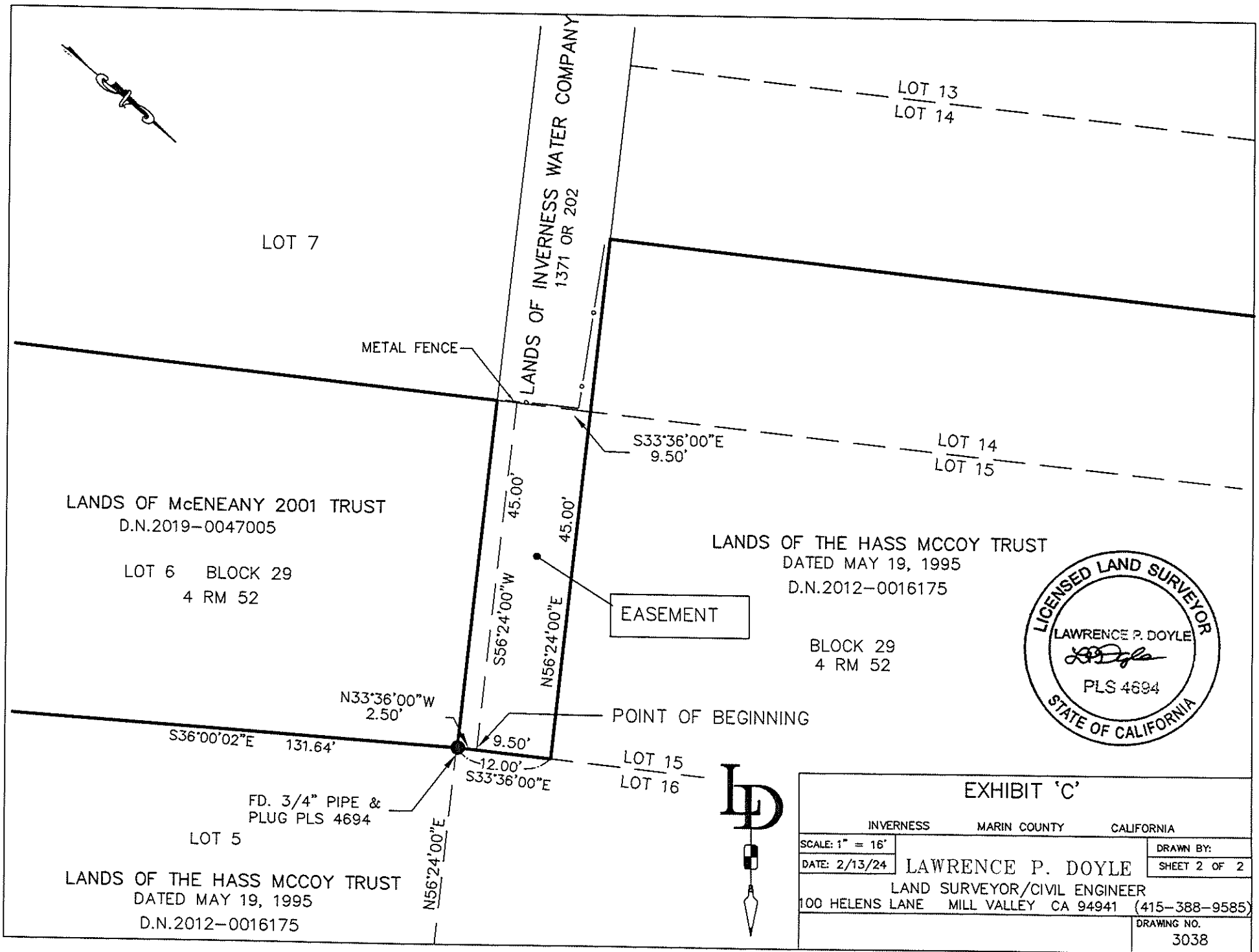


EXHIBIT 'C'			
INVERNESS		MARIN COUNTY	
CALIFORNIA			
SCALE: 1" = 16'	DATE: 2/13/24		DRAWN BY:
LAWRENCE P. DOYLE			SHEET 2 OF 2
LAND SURVEYOR/CIVIL ENGINEER			
100 HELENS LANE MILL VALLEY CA 94941 (415-388-9585)			
DRAWING NO.			3038

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, 2024, before me, _____,

Notary Public, personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal

Signature of Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, 2024, before me, _____,

Notary Public, personally appeared Thomas W. McCoy

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal

Signature of Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____, 2024, before me, _____,

Notary Public, personally appeared Earlene Hass

who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing is true and correct.

WITNESS my hand and official seal

Signature of Notary Public



Inverness Public Utility District
Board Meeting

Agenda Item No. 9

CalPERS Health Benefit Changes



Board Agenda Item Staff Report

Subject: CalPERS Health Benefit Changes and Options for District Premium Coverage
 Meeting Date: August 20, 2024
 Date Prepared: August 16, 2024
 Prepared by: Shelley Redding, General Manager
 Attachments: Spreadsheet with Options of Premium Coverage Amounts

Recommended Action: Consider and Approve Staff to Request Change to the CalPERS Resolution for Health Benefits for Active Employees and Retirees.

The Inverness Public Utility District contracts with CalPERS health benefits for both active employees and retirees, and their families. Each year, CalPERS updates their catalog of providers and releases the approved premiums charged to the contracted participants each fiscal year. The current fiscal year of 2024-2025 has some coverage changes which affect the options and costs of the health plan coverage and the current resolution for Health Benefits will require some changes.

I was contacted by a Health Account Representative to discuss the need to select new health plan maximums for 2025 for Basic/Medicare/Combination health plans. The current employer contribution is based on the Western Health Region 1 Basic/Medicare/Combination. Western Health, which was used as the basis for District coverage maximum amounts will no longer be available in 2025 for the Medicare & Combination plans.

In reviewing the 2024 premiums, the employee contribution amounts and the District costs, the employees contribute an average of 17% towards the total premium, while the retirees contribute 21%. Below is a breakdown of the current monthly costs for the District, and the contribution amounts for employees and retirees. (Employees have a pre-tax deduction each paycheck and retirees contribute by a deduction from their monthly retirement disbursement).

Active Employees	Premium	EE Share	Retirees	Premium	R Share
J. Fox	2,042.82	(428.36)	K. Gann	324.79	(56.17)
K. Fox	2,042.82	(428.36)	W. Holland	324.79	(56.17)
S. Flamm	807.23	0.00	M. Mezaros	324.79	(56.17)
J. Leyva	2,042.82	(428.36)	S. McMorrow	1,870.31	(310.12)
D. Briggs	2,655.67	(556.87)	Admin	6.86	
C. Russell	1,021.41	(214.18)	Total	2,372.88	(747.25)
Admin Costs .24%	23.53				
Total	10,636.30	(2,056.13)			

Total Net District Expense: \$10,953.05

The health plan premiums for 2025 have risen an average of 10.9%. When comparing the current 2024 premium rates to the 2025 premium rates, I looked at 3 options for the District to help alleviate the rising costs, maintain affordability for employees and retirees and set a standard policy for health benefits that is equitable year over year. Attached are three scenarios using 1) Kaiser Permanente as a maximum basis amount, 2) 90% District / 10% Employee Shared Cost Basis and 3) 80% District / 20% Employee Cost Shared Basis.

Recommendation: Staff recommends the Board to adopt Scenario #3, and direct staff to initiate the change with CalPERS for a resolution to be drafted for adoption at the September Board Meeting. This option main-

tains the 2024 premium costs for District and slightly increases costs to most beneficiaries. Making this decision now will allow staff and retirees the opportunity to review their selection of health coverage and make any changes during the open enrollment period which starts September 16th thru October 11th of this year.

HEALTH INSURANCE Scenario 1 Comparison

Kaiser Permanente Premium Basis

Active Employees							
Monthly Premiums				2024	2025		
2024	2025	%change	\$ change	EE Share	EE Share	% change	\$ change
2,042.82	2,225.80	9.0%	182.98	428.36	0.00	-100.0%	(428.36)
2,042.82	2,225.80	9.0%	182.98	428.36	0.00	-100.0%	(428.36)
807.23	914.27	13.3%	107.04	0.00	(198.63)	100.0%	(198.63)
2,042.82	2,225.80	9.0%	182.98	428.36	0.00	-100.0%	(428.36)
2,655.67	2,893.54	9.0%	237.87	556.87	0.00	-100.0%	(556.87)
1,021.41	1,112.90	9.0%	91.49	214.18	0.00	-100.0%	(214.18)
10,612.77	11,598.11	9.7%	985.34	2,056.13	(198.63)	-66.7%	(2,254.76)

Retirees							
Monthly Premiums				2024	2025		
2024	2025	%change	\$ change	Retiree Share	Retiree Share	% change	\$ change
324.79	343.08	5.6%	18.29	56.17	0.00	-100%	(56.17)
324.79	343.08	5.6%	18.29	56.17	0.00	-100%	(56.17)
324.79	343.08	5.6%	18.29	56.17	0.00	-100%	(56.17)
1870.31	2,168.05	15.9%	297.74	310.12	44.33	-86%	(265.79)
2844.68	3,197.29	8.2%	352.61	478.63	44.33	-96%	(434.30)

Summary				
	2024	2025	%Change	\$ change
Total Paid to CalPERS	13,936.08	14,839.73	6.5%	903.65
Total Deducted from EE	2,056.13		-100.0%	2,056.13
Net Expense	11,879.95	14,839.73	24.9%	2,959.78

HEALTH INSURANCE Scenario 2 Comparison

90% Employer / 10% Employee

Active Employees							
Monthly Premiums		2024		2025			
2024	2025	%change	\$ change	EE Share	EE Share	% change	\$ change
2,042.82	2,225.80	9.0%	182.98	428.36	222.58	-48.0%	(205.78)
2,042.82	2,225.80	9.0%	182.98	428.36	222.58	-48.0%	(205.78)
807.23	914.27	13.3%	107.04	0.00	91.43	100.0%	91.43
2,042.82	2,225.80	9.0%	182.98	428.36	222.58	-48.0%	(205.78)
2,655.67	2,893.54	9.0%	237.87	556.87	289.35	-48.0%	(267.52)
1,021.41	1,112.90	9.0%	91.49	214.18	111.29	-48.0%	(102.89)
10,612.77	11,598.11	9.7%	985.34	2,056.13	1,159.81	-23.4%	(896.32)

Retirees							
Monthly Premiums		2024		2025			
2024	2025	%change	\$ change	Retiree Share	Retiree Share	% change	\$ change
324.79	343.08	5.6%	18.29	56.17	34.31	-39%	(21.86)
324.79	343.08	5.6%	18.29	56.17	34.31	-39%	(21.86)
324.79	343.08	5.6%	18.29	56.17	34.31	-39%	(21.86)
1870.31	2,168.05	15.9%	297.74	310.12	216.81	-30%	(93.32)
2844.68	3,197.29	8.2%	352.61	478.63	319.73	-37%	(158.90)

Summary				
	2024	2025	%Change	\$ change
Total Paid to CalPERS	13,936.08	14,475.67	3.9%	539.59
Total Deducted from EE	2,056.13	1,159.81	-43.6%	896.32
Net Expense	11,879.95	13,315.86	12.1%	1,435.91

HEALTH INSURANCE Scenario 3 Comparison

80% Employer / 20% Employee

Active Employees							
Monthly Premiums				2024	2025		
2024	2025	%change	\$ change	EE Share	EE Share	% change	\$ change
2,042.82	2,225.80	9.0%	182.98	428.36	445.16	3.9%	16.80
2,042.82	2,225.80	9.0%	182.98	428.36	445.16	3.9%	16.80
807.23	914.27	13.3%	107.04	0.00	182.85	100.0%	182.85
2,042.82	2,225.80	9.0%	182.98	428.36	445.16	3.9%	16.80
2,655.67	2,893.54	9.0%	237.87	556.87	578.71	3.9%	21.84
1,021.41	1,112.90	9.0%	91.49	214.18	222.58	3.9%	8.40
10,612.77	11,598.11	9.7%	985.34	2,056.13	2,319.62	19.9%	263.49

Retirees							
Monthly Premiums				2024	2025		
2024	2025	%change	\$ change	Retiree Share	Retiree Share	% change	\$ change
324.79	343.08	5.6%	18.29	56.17	68.62	22%	12.45
324.79	343.08	5.6%	18.29	56.17	68.62	22%	12.45
324.79	343.08	5.6%	18.29	56.17	68.62	22%	12.45
1870.31	2,168.05	15.9%	297.74	310.12	433.61	40%	123.49
2844.68	3,197.29	8.2%	352.61	478.63	639.46	27%	160.83

Summary				
	2024	2025	%Change	\$ change
Total Paid to CalPERS	13,936.08	14,155.94	1.6%	219.86
Total Deducted from EE	2,056.13	2,319.62	12.8%	(263.49)
Net Expense	11,879.95	11,836.32	-0.4%	(43.63)



Inverness Public Utility District
Board Meeting

Agenda Item No. 10

SDRMA Ancillary Benefits Offerings



Board Agenda Item Staff Report

Subject: Ancillary Benefits for Employees (Dental, Vision, Life, Short-Term & Long-Term Disability and Employee Assistance Program)

Meeting Date: August 20, 2024

Date Prepared: August 16, 2024

Prepared by: Shelley Redding, General Manager

Attachments: Amended Budget Details for all Funds, Projected Payroll Detail, Water Budget Scenarios with Rate Increase Scenarios

Recommended Action: Consider and Approve Engagement with Special District Risk Management Authority (SDRMA) to offer Ancillary Benefits to Active Employees.

The Special District Risk Management Authority (SDRMA) provides insurance services to IPUD for Property & Liability and Workers Compensation. The District contracts for health benefit coverage with CalPERS but does not provide ancillary benefits coverage for dental, vision, short- or long-term disability coverage and employee assistance programs. The District has not offered these types of benefits before. In an effort to attract new applicants for open positions in the District, these types of benefits could be added to enhance the District offerings. SDRMA has the following requirements for coverage:

The Entity must contribute a minimum of 75% of the cost for active employees. If the Entity offers coverage to dependents, it is recommended the Entity contribute a minimum of 50% of the cost for dependents. Entity must have at least 75% of eligible employees enrolled to participate. The Entity's governing body must approve a resolution authorizing participation in SDRMA's health benefits program and execute the Memorandum of Understanding (MOU). Once an Entity is approved by underwriting, they must submit the Resolution and MOU to SDRMA 45 days before the requested effective date of coverage.

The entity will choose the dental, vision, life, short-term disability and/or long-term disability option to offer its employees. For 2-50 enrollees 1 Dental PPO plan and one (1) Dental HMO plan may be offered to an employee group. One (1) Vision plan may be offered to an employee group. One (1) Short Term Disability Plan may be offered to an employee group. One (1) Long Term Disability Plan may be offered to an employee group.

After reviewing the eligible options, staff has narrowed the selections and outlined 2 scenarios: 1) District pays 100% cost for the employee and 50% for the dependents(s), or 2) District pays 75% cost for the employee and 50% for the dependents(s). Since the coverage for these benefits would not take effect until January 2025, the scenarios attached show costs for the last 6 months of the current fiscal year. Assuming all active employees enrolled for the coverage, and the District covers 100% of the employee cost and 50% of the dependent(s), the selected options would cost the District approximately \$4,000 this fiscal year. The 2nd scenario of District coverage for 75% of the employee and 50% of the dependents, the option would cost the District approximately \$3,600 for this fiscal year.

**IPUD Ancillary Benefits Comparison
Scenario 1**

Scenario 1

Dental Plans		Employer Pays 100% Employee, 50% Dependent				
<i>Employee</i>	Medium Plan		Total PPO Premium / 6 Mos	DeltaCare IIA		Total HMO Premium / 6 Mos.
	<i>Employee Delta PPO / Mo.</i>	<i>Depend. Delta PPO @ 50% / Mo.</i>		<i>EE Delta HMO / Mo</i>	<i>Delta HMO Depend 50% / Mo</i>	
David Briggs	42	35	457	18	15	200
Sarah Flamm	42	0	250	18		111
J K Fox	42	14	337	18	7	154
K Fox	42	14	337	18	7	154
Jacob Leyva	42	14	337	18	7	154
Jenna Nicolas	42	14	337	18	7	154
S Redding	42	14	337	18	7	154
Cassidy Russell	42	0	250	18		111
Totals	291	72	2,182	148	51	989

Vision Plan	Employer Pays 100% Employee, 50% Dependent			EAP Plan District Pays 100%		
<i>Employee</i>	<i>Employee VSP / Mo</i>	<i>Depend. VSP @ 50% / Mo.</i>	Total VSP Premium / 6 Mos	<i>Employee EAP</i>	<i>Employee First Responder EAP</i>	Total EAP Premium / 6 Mos
David Briggs	8	8	98		11	65
Sarah Flamm	8		48		11	65
J K Fox	8	4	70		11	65
K Fox	8	4	70		11	65
Jacob Leyva	8	4	70		11	65
Jenna Nicolas	8	4	70	3		20
S Redding	8	4	70	3		20
Cassidy Russell	8		48		11	65
Totals	56	27	547	7	65	365

**IPUD Ancillary Benefits Comparison
Scenario 2**

Scenario 2

Dental Plans		Employer Pays 75% Employee, 50% Dependent				
<i>Employee</i>	PPO Medium Plan		Total PPO Premium / 6 Mos	HMO DeltaCare 11A		Total HMO Premium / 6 Mos.
	<i>Employee Delta PPO / Mo.</i>	<i>Depend. Delta PPO @ 50% / Mo.</i>		<i>EE Delta HMO / Mo</i>	<i>Delta HMO Depend 50% / Mo</i>	
David Briggs	31	40	425	14	17	186
Sarah Flamm	31	0	187	14		83
J K Fox	31	20	305	14	9	140
K Fox	31	20	305	14	9	140
Jacob Leyva	31	20	305	14	9	140
Jenna Nicolas	31	20	305	14	9	140
S Redding	31	20	305	14	9	140
Cassidy Russell	31	0	187	14		83
Totals	218	98	1,901	111	64	865

Vision Plan		Employer Pays 75% Employee, 50% Dependent		EAP Plan District Pays 75%		
<i>Employee</i>	<i>Employee VSP / Mo</i>	<i>Depend. VSP @ 50% / Mo.</i>	Total VSP Premium / 6 Mos	<i>(Employee Only) EAP</i>	<i>(Employee Only) First Responder EAP</i>	Total EAP Premium / 6 Mos
David Briggs	6	9	92		8	49
Sarah Flamm	6		36		8	49
J K Fox	6	5	64		8	49
K Fox	6	5	64		8	49
Jacob Leyva	6	5	64		8	49
Jenna Nicolas	6	5	64	2		15
S Redding	6	5	64	2		15
Cassidy Russell	6		36		8	49
Totals	42	33	486	5	49	274



Inverness Public Utility District
Board Meeting

Agenda Item No. 11

Capital Project Approval for Utility Terrain Vehicle (UTV)



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Utility Transport Vehicle Purchase (UTV) - Capitalization Project
Meeting Date: August 20, 2024
Date Prepared: August 15, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Quotes from Valley Powersports, NorCal Powersports and Mid Valley Tractor

Recommended Action: Review and Approve the purchase of a UTV for Fire Department use with restricted MWPA funds and Fire Department Reserve Funds for an anticipated total cost of \$50,000

BACKGROUND: The Inverness Public Utility District utilizes the current District trucks for vegetation management in the watershed. At times, access to areas in the watershed could present a challenge. The use of a UTV would provide staff with the ability to access the areas and remove vegetation. Staff were asked to obtain quotes for both gas-powered UTV's and plug-in electric UTV's to present for the Board consideration.

DISCUSSION: Staff submitted a project request to the MWPA to use some of allocated CORE funds to purchase a UTV. Marin County Fire also decided that it would like to purchase a UTV for the same purpose of vegetation management activities in areas with difficult access. These requests were approved by the MWPA.

While the lower quotes are for the gas-powered UTV, the District was interested in considering the benefits of an electric UTV. The attached quotes vary not only in price but also in location of the dealership. The closest dealer, NorCal Powersports has a gas powered UTV quote of \$41,125.73. The quote from Valley Powersports (located in Eugene, Oregon) is considerably less, but would require transportation for the vehicle. The only electric vehicle quote is also from an Oregon dealership, and the cost is higher than both gas powered UTV quotes. This vehicle would also require transportation from Eugene, Oregon.

The UTV would be stored at the F1 treatment plant. A gas powered UTV would require storage of fuel containers at the treatment plant and would need to have regular engine maintenance performed on it. The electric UTV would only require a 240 Volt charging plug which could be installed by staff.

The UTV would also be equipped with communication radios, which will add to the cost.

FISCAL IMPACT: The amount allocated by the MWPA CORE fund for the UTV purchase was \$35,000 each. The IPUD reserve fund for vehicle purchases can make up the difference between the final purchase price for the make and model of UTV that the Board decides would be appropriate.

RECOMMENDATION: Considering the District's policy to explore alternate fuel vehicles when purchasing a new vehicle, Staff recommends the purchase of the electric UTV, using \$35,000 from MWPA restricted funds, and the balance of \$15,000 from the District Fire Department Vehicle Reserve Account.

Nor Cal Powersports and Marine Bill of Sale

Deal # 5201



2875 Santa Rosa Ave
 Santa Rosa, CA 95407
 (707) 523-9696

Sales Person: Craig Smith

Date: 02/15/2024

Buyer: BRIGGS, DAVID
 50 Inverness Way N. Inverness Ca 94937,
 Inverness, CA (Marin) 94937 -
 dbriggs@invernesspod.org
 (P) (415) 669-1414 (M) 3373447325

Stock#	Unit	VIN	Mi/Hrs	Price
	New 2020 Zieman F-712 Wood Deck (Black Powder Coat)		0	\$3,299.00
C000304	New 2024 Can-Am Defender Limited (Fiery Red)	3JBUVAX26RK000304	0	\$29,899.00
Total Unit(s) Price:				\$33,198.00

Requested Parts & Accessories:

Part #	Part Description	Qty	Total Sale Amount
715002933	LUMIERE DEL *LED BAR LIGHT	1.000	\$332.99
715008109	BUMPER REAR B-160-SG KIT UR	1.000	\$269.99
MISC	WIRE HARNESS	1.000	\$74.99
DEL	VEH.DELIVERY FEE	25.000	\$100.00
			\$777.97


Invoice Summary

Total Unit(s) Price:	\$33,198.00
Total Freight:	\$2,190.00
Total Set-Up:	\$1,149.00
Total Other:	\$0.00
Total F&I:	\$0.00
Total Parts:	\$777.97
Total Service:	\$310.00
Sales Tax:	\$3,085.01
Doc Fees:	\$170.00
Other Fees:	\$245.75
Total Sale Price:	\$41,125.73
Trade-In Allowance:	\$0.00
Trade-In Payoff:	\$0.00
Trade-In Value:	\$0.00
Cash Back:	\$0.00
Payments:	\$0.00
Balance Due:	\$41,125.73

Buyer: _____ Date: 1 / 1 / _____

Co-Buyer: _____ Date: 1 / 1 / _____

Dealer:  _____ Date: 8 / 14 / 24

Retail Purchase Order				Date:	8/2/2024		
David Briggs							
Purchaser's Name							
		(337) 344-7325				Phone	
Street Address							
dbriggs@invernesspud.org			90382 Highway 99 N, Eugene, OR, 97402				
EMAIL ADDRESS / PO BOX			90382 Highway 99 N, Eugene, OR, 97402				
			Phone: 541-688-8000				
City		State	Zip	Fax: 541-689-9951			
Qty	Model	Description	Serial Number	Price			
1	R24E3GC4BD	RANGER XP Kinetic Ultimate		\$37,499.00			
		Polaris Factory Rebate		\$0.00			
		MVT Discount		-\$1,795.00			
	2882911	Lock & Ride Sport Roof - Poly		\$449.99			
	2889021	Full Glass Windshield - Clear		\$899.99			
	2879013	Lock & Ride Rear Panel - Glass		\$519.99			
	2889811-070	Pro Shield Manual Crank Window Doors, Poly, Black, Pair of 2		\$3,499.99			
	2889449	In-Cab Heater and Defrost Kit		\$1,549.99			
	2889667	High Voltage Busbar,		\$299.99			
	2889695	HD 4500 lb Winch		\$719.99			
			Install	\$1,560.00			
Freight & Setup Fee Includes: Polaris Inbound Freight, Logistics Surcharge, \$25 Right to Ride Fee, & Dealer Setup - YouthATV=\$360 / YouthSXS & FS ATV \$735 / RGR 2seat Mid \$1215 / RGR FS \$1295 / RGR Crew \$1395 / RGR NS \$1595 / RGR NS Crew \$1695 / GEN-2 \$1400 / GEN-4 \$1500 / RZR-2 \$1410 / RZR-4 \$1500 / RZR-R \$2210 / RZR-R4 \$2500			DMV & Processing				
			Freight & Setup	\$1,795.00			
			SUBTOTAL	\$46,998.93			
			OREGON CAT TAX	\$267.89			
			TOTAL	\$47,266.82			
BILL OF SALE FOR PROPERTY TAKEN IN TRADE For value received I/we hereby bargain and sell, grant, and deliver to DEALER named above		Serial No.	Amount	Cash Price	\$47,266.82		
				Less			
				Cash Down Pmt			
				Value of Trade-In			
We hereby certify that there is no lien, claim, debt mortgage, or encumbrance of any kind, nature, or description against the property listed above now existing, of record or otherwise, and that same is free and clear and is my/our sole and absolute property - Signed:				Balance Due Dealer	\$47,266.82		
Purchaser has read all of the provisions on both the face and reverse side of the RETAIL PURCHASE ORDER, including any reference to warranty. Purchaser agrees that all such provisions are part of this order and that this order supersedes any prior agreement and is the complete and exclusive agreement on the subject matters covered by this Order. Purchaser's signature hereto acknowledges that he has received and read a copy of the applicable warranty. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER'S AUTHORIZED REPRESENTATIVE IN THE CASE OF A FINANCED SALE, THE DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL A FINANCE SOURCE AGREES TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PURCHASER AND THE DEALER BASED ON THIS ORDER. Purchaser certifies he is of majority age and has received a true copy of this Order.							
X			Accepted By:	Cory Cahoon			
Purchaser's Signature		Date	Dealer Authorized Representative				



Valley Powersports (OR)

1041 Hwy 99 N
Eugene, OR 97402
(541) 255-1446

Bill of Sale

Sales Person: Travis Omlin

Deal # **3994**

Date: 08/15/2024

Buyer: Inverness Volunteer Fire Department
Eugene, OR (Lane) 97404 -
DBriggs@invernesspud.org
(P) (337) 344-7325

Stock#	Unit	VIN	Mi/Hrs	Price
015011	New 2024 Can-Am Defender Limited (Fiery Red)	3JBUVAX49RK015011	0	\$29,899.00
Total Unit(s) Price:				\$29,899.00

Requested Parts & Accessories:

Part #	Part Description	Qty	Total Sale Amount
715008109	BUMPER REAR B-160-SG KIT UR	1.000	\$299.99
TLMWH3	WIRE HARNESS WITH DEUTSCH CONNECTOR (TIGER LIGHTS)	1.000	\$60.95
12-9345	5" MOJAVE LED RACING LIGHTS	2.000	\$611.90
LABOR	LABOR ACCESSORY INSTALL	3.000	\$360.00
			\$1,332.84

Invoice Summary

Total Unit(s) Price:	\$29,899.00
Total Freight:	\$0.00
Total Set-Up:	\$0.00
Total Other:	\$0.00
Total F&I:	\$0.00
Total Parts:	\$1,332.84
Total Service:	\$0.00
Sales Tax:	\$0.00
Doc Fees:	\$0.00
Other Fees:	\$0.00
Total Sale Price:	\$31,231.84
Trade-In Allowance:	\$0.00
Trade-In Payoff:	\$0.00
Trade-In Value:	\$0.00
Cash Back:	\$0.00
Payments:	\$0.00
Balance Due:	\$31,231.84



Valley Powersports (OR)

1041 Hwy 99 N
Eugene, OR 97402
(541) 255-1446

Bill of Sale

Sales Person: Travis Omlin

Deal # 3994

Date: 08/15/2024

Buyer: Inverness Volunteer Fire Department
Eugene, OR (Lane) 97404 -
DBriggs@invernesspud.org
(P) (337) 344-7325

DSRP (Price) includes OEM surcharge, if any. (Difference between MSRP and DSRP)

Customer and Dealer agree that this Invoice correctly represents all subject payment forms, conditions and terms. Vehicles cannot be returned for a refund or exchange.

x _____ Customer

x _____ Dealer

Thank You for Your Purchase! Fun and Excitement in Water, Sand, Dirt or Snow



Inverness Public Utility District
Board Meeting

Agenda Item No. 12

**Consider and Approve Amended FY
2024-2025 Budget**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Amended Budget FY 2024-2025
Meeting Date: August 20, 2024
Date Prepared: August 16, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Amended Budget Details for all Funds, Water Rate Increase Scenarios

Recommended Action: Approve amended FY 2024-2025 budget.

Following the Board meeting in July, staff were asked to review specific expense projections that showed a disparity from the actual totals last fiscal year. Staff conducted a review of expenses and identified some specific transactions that would, in their estimation, not be incurred in the new fiscal year. Staff then took the opportunity to refine the rest of the budget to ensure the most accurate projection based on the current operations.

Payroll Discussion: The continued effort to recruit a Water System Supervisor is an unknown variable, therefore staff decided the budget needed to reflect the current staffing instead of what was planned. When staffing changes occur in the current fiscal year, they will be reflected in an updated budget amendment. The proposed changes to the Health Benefits offered by the District will also change some of the projections, but the amounts will depend on the decisions made by the Board. Another factor to be considered, will be the amount for staff time allocated to the Tank Project, which will be offset by reimbursement from the grant.

Water System Capital Projects: It should be noted that in addition to the current Tank Replacement Project, the staff has 4 other Capital Projects planned that reduce the original projected expenses for Distribution and Treatment maintenance and vehicle maintenance. Staff plan to bring the four Capital Projects to the Board at the September meeting.

Water Rates: The current fiscal year budget reflects the latest water rate increase that took effect July 1, 2024 which was adopted by the board and approved by the voters of Inverness in 2022. These rate adjustments were scheduled to begin January 1, 2022 and end with the last rate increase July 1, 2026. Therefore, the analysis process for rate increases at this time needs to be reassessed by staff.

Summary: The amended budget projections for both Water and Fire still show a projected net loss, but with strict fiscal management and strategic use of operating reserve funds, the outlook is favorable,

Inverness Public Utility District FY 2024-2025 Proposed Budget Amendment Summary

	2023-2024 Final	Budget Amendment 8/20/24
Income		
Total 600 - Taxes Income	782,133	830,530
Total 650 - Restricted Agency Funds	183,059	166,928
Total 700 - Water Charges	555,312	585,271
Total 710 - Miscellaneous Income	61,566	113,000
Total Income	1,582,069	1,695,729
Expense		
Total 835 Lab & Monitoring	10,861	10,500
Total 840 Maintenance & Utilities	54,638	62,500
Total 843 Fire Prevention	20,492	51,716
Total 844 Storage & Distribution	2,162	2,200
Total 850 Supplies & Inventory	41,766	40,490
Total 870 Administration	114,994	152,317
Total 810 - Personnel Costs	1,007,555	1,204,333
Total 830 - Dispatch & Communications	19,142	19,722
Total 841 - Training & Courses	1,500	3,750
Total 860 - Vehicle Expenses	36,138	23,500
Total Expense	1,309,247	1,571,028
Net Income	272,822	124,701

Inverness Public Utility District Water System FY 2024-2025 Proposed Budget Amendment

	<u>2023-2024 Final</u>	<u>2024-2025 Proposed Budget</u>	<u>Notes</u>
Income			
700 · Water Charges			
700-01 · Basic Charges	486,945	507,862	w/ 3.68% CPI
700-02 · Usage Charges	66,180	75,000	
700-03 · Cross Connection Fees	1,337	1,409	w/ 3.68% CPI
700-04 · Miscellaneous Charges	850	1,000	
700-05 · Uncollectibles	-	-	
700 · Water Charges - Other	-	-	
Total 700 · Water Charges	555,312	585,271	
710 · Miscellaneous Income			
710-01 · Customer Work Overhead	5,647	6,000	Based on recent job
710-02 · Other Income	-	1,500	
710 · Miscellaneous Income - Other	-	-	
Total 710 · Miscellaneous Income	5,647	7,500	
Total Income	560,958	592,771	
Expense			
835 Lab & Monitoring			
835-01 · BacT & Raw Samples	4,360	F 4,500	
835-02 · Periodic Samples	5,251	V 6,000	
835-03 · Lead & Copper	1,250	F -	
835 Lab & Monitoring - Other	-	-	
Total 835 Lab & Monitoring	10,861	10,500	
840 Maintenance & Utilities			
840-01 · Equipment Maintenance	-	V 1,000	
840-02 · Building Maintenance	-	V 500	
840-03 · Grounds Maintenance	525	V 500	
840-04 · Tank Maintenance	-	V 1,000	
840-05 · Collect & Treat Maint	247	V 1,000	Cap Proj Planned
840-06 · Distribution System Maintenance	1,053	V 3,000	Cap Proj Planned
840-07 · Collection/Treat Utilities	33,752	V 35,000	
840-08 · Distribution Utilities	3,856	V 4,000	
840-11 · SCADA Maintenance	1,760	V 3,000	Cap Proj Planned
840 Maintenance & Utilities - Other	-	-	
Total 840 Maintenance & Utilities	41,193	49,000	
844 Storage & Distribution			
844-01 · Telemetry	542	-	eliminated
844-02 · Cross Connection Maintenance	1,620	F 1,700	
844-03 · Miscellaneous	-	500	
844 Storage & Distribution - Other	-	-	
Total 844 Storage & Distribution	2,162	2,200	
850 Supplies & Inventory			
850-01 · Supplies & Inventory	24,978	V 20,000	
850-02 · Personal Protective Gear	796	V 500	
850-03 · Resale Merchandise	-	-	
850-04 · Uniforms	330	F 500	
850 Supplies & Inventory - Other	-	-	
Total 850 Supplies & Inventory	26,104	21,000	

Inverness Public Utility District Water System FY 2024-2025 Proposed Budget Amendment

	2024-2025 Proposed		Notes
	2023-2024 Final	Budget	
870 Administration			
870-01 · Telephone & Internet	3,137	V 3,200	
870-02 · Dues/Publications/Subscriptions	2,739	F 2,500	AWWA, CRWA Dues
870-03 · Insurance - Property	10,672	F 19,093	Actual Cost
870-04 · Audit & Financial	-	-	
870-05 · Office Supplies	125	V 500	Treatment Plant
870-07 · Legal & Attorneys	800	V 500	
870-09 · Travel, Meetings, Training	121	V 500	
870-10 · Public Relations/Publications	208	V 1,000	Prop 218 Costs
870-12 · Billing & Collections	8,301	F 9,000	
870-14 · Miscellaneous	456	V 500	
870-17 · Agency Fees	5,691	F 6,000	SWRCB Fees
870 Administration - Other	-	-	
Total 870 Administration	32,250	42,793	
810 · Personnel Costs			
810-01 · Management Wages	63,502	F 67,804	Jim
810-02 · Operations Wages	271,346	F 248,290	Ken, Jacob, Cassidy
810-03 · Administrative Wages	12,648	F 26,952	Wade 75%
810-04 · Employers Payroll Tax	25,442	F 26,243	
810-07 · Health Insurance	66,426	F 60,764	
810-10 · Retirement Premiums	53,304	F 85,472	
810-12 · Unfunded Accrued Liability	22,291	F 27,579	
810-13 · Workers Comp	12,516	F 16,752	
810-14 · CalPERS Fees	350	F 400	
Total 810 · Personnel Costs	527,825	560,256	
841 · Training & Courses			
841-02 · Certification & Courses	535	V 250	
841 · Training & Courses - Other	-	-	
Total 841 · Training & Courses	535	250	
860 · Vehicle Expenses			
860-01 · Vehicle Oil & Gas	7,929	V 8,000	
860-02 · Vehicle Repairs & Service	9,917	V 5,500	Capital Project Planned
860 · Vehicle Expenses - Other	-	-	
Total 860 · Vehicle Expenses	17,846	13,500	
Total Expense	658,775	699,499	
Total Income/Loss	(97,816)	(106,728)	
Transfer to/from Reserves	97,816	106,728	
Ending Balance	0	0	

563,329.53 F 612,549.00

95,445.35 V 95,450.00

Inverness Public Utility Fire Department FY 2024-2025 Proposed Amended Budget

	2024-2025 Proposed Budget		
	2023-2024 Final	Budget	
600 · Taxes Income			
600-02 · Special Fire Assesment	73,013	77,000	
600 · Taxes Income - Other	-	-	
Total 600 · Taxes Income	73,013	77,000	
650 · Restricted Agency Funds			
650-01 · TOT Revenue (Meas W)	119,898	115,000	
650-02 · MWPA Defensible Space	21,630	21,719	
650-03 · MWPA Local Specfic	22,050	21,719	
650-04 · WMES (Burton Funds)	14,980	7,490	
650-05 · WMCS Grant for Disaster Council	4,500	1,000	
650 · Restricted Agency Funds - Other	-	-	
Total 650 · Restricted Agency Funds	183,059	166,928	
Total 710 · Miscellaneous Income	550	5,500	
Total Income	256,621	249,428	
840 Maintenance & Utilities			
840-01 · Equipment Maintenance	463	1,000	
840-02 · Building Maintenance	3,058	3,000	
840-03 · Grounds Maintenance	1,009	1,000	
840-09 · Firehouse Utilities	6,091	5,500	
840 Maintenance & Utilities - Other	-	-	
Total 840 Maintenance & Utilities	10,621	10,500	
843 Fire Prevention			
843-01 · Volunteer Appreciation	3,312	3,000	
843-02 · Volunteer Training	716	1,000	
843-03 · Volunteer Stipends	-	1,000	
843-04 · Volunteer Insurance	-	4,372	Actual
843-06 · MWPA Defensible Space	16,465	21,172	
843-07 · MWPA Local Projects	-	21,172	
843 Fire Prevention - Other	-	-	
Total 843 Fire Prevention	20,492	51,716	
850 Supplies & Inventory			
850-01 · Supplies & Inventory	11,425	6,000	Split w/ 850-05
850-02 · Personal Protective Gear	4,109	7,490	
850-03 · Resale Merchandise	-	2,000	
850-04 · Uniforms	-	1,000	
850-05 · First Responder Supplies	-	2,000	Added category
850 Supplies & Inventory - Other	-	-	
Total 850 Supplies & Inventory	15,533	18,490	
870 Administration			
870-01 · Telephone & Internet	4,281	4,000	
870-02 · Dues/Publications/Subscriptions	3,264	3,500	Fire Chief Assoc Dues, NFIRS
870-03 · Insurance - Property	18,345	19,172	
870-04 · Audit & Financial	-	-	
870-05 · Office Supplies	534	500	
870-09 · Travel, Meetings, Training	85	500	
870-10 · Public Relations/Publications	128	-	

Inverness Public Utility Fire Department FY 2024-2025 Proposed Amended Budget

	2024-2025 Proposed Budget		
	2023-2024 Final	Budget	
870-11 · Office IT Support	120	-	
870-13 · Disaster Council	2,595	2,500	
870-14 · Miscellaneous	278	300	
870-16 · Property Tax Admin Fees	-	-	
870-17 · Agency Fees	-	700	
870 Administration - Other	-	-	
Total 870 Administration	29,630	31,172	
810 · Personnel Costs			
810-01 · Management Wages	63,821	67,804	
810-02 · Operations Wages	48,512	48,560	
810-04 · Employers Payroll Tax	8,127	9,896	
810-05 · Volunteer Wages	150	1,000	
810-06 · Duty Officer Stipend	3,400	13,000	
810-07 · Health Insurance	31,119	36,662	Sarah added in August
810-08 · Retiree Health Ins.	3,028	3,342	
810-10 · Retirement Premiums	24,632	35,449	
810-12 · Unfunded Accrued Liability	13,895	16,677	
810-13 · Workers Comp	598	3,801	
810-14 · CalPERS Fees	700	-	
810 · Personnel Costs - Other	-	-	
Total 810 · Personnel Costs	197,982	236,191	
830 · Dispatch & Communications			
830-01 · Radio/Pager Repair	129	500	
830-02 · Commo Supplies	2,151	2,000	
830-03 · MERA Operations	16,862	17,222	
830-05 · MERA New Financing	-	3,000	
830 · Dispatch & Communications - Other	-	-	
Total 830 · Dispatch & Communications	19,142	22,722	
841 · Training & Courses			
841-01 · Volunteer Training	-	1,000	
841-02 · Certification & Courses	965	1,000	
841 · Training & Courses - Other	-	-	
Total 841 · Training & Courses	965	2,000	
860 · Vehicle Expenses			
860-01 · Vehicle Oil & Gas	4,049	6,000	
860-02 · Vehicle Repairs & Service	14,244	4,000	
860 · Vehicle Expenses - Other	-	-	
Total 860 · Vehicle Expenses	18,292	10,000	
Total Expense	312,658	382,791	
Net Income/Loss	(56,037)	(133,363)	
Transfer from District Reserves	56,037	133,363	
Ending Balance	0	0	

District Administration FY 2024-2025 Proposed Amended Budget

	2024-2025 Proposed		Notes
	2023-2024 Final	Budget	
Income			
600 · Taxes Income			
600-01 · Ad Valorem Taxes	577,647	613,530	
600-03 · Excess ERAF	131,473	140,000	
600-04 · Prior Year Taxes	-	-	
600 · Taxes Income - Other	-	-	
Total 600 · Taxes Income	709,120	753,530	
710 · Miscellaneous Income			
710-02 · Other Income	376	1,000	
710-05 · CERBT OPEB Reimbursement	-	29,000	
710-07 · Interest Income	54,918	70,000	
710 · Miscellaneous Income - Other	75	-	
Total 710 · Miscellaneous Income	55,369	100,000	
Total Income	764,489	853,530	
Expense			
840 Maintenance & Utilities			
840-01 · Equipment Maintenance	-	1,500	
840-02 · Building Maintenance	1,600	-	
840-10 · Admin Office Utilities	1,224	1,500	
840 Maintenance & Utilities - Other	-	-	
Total 840 Maintenance & Utilities	2,824	3,000	
850 Supplies & Inventory			
850-01 · Supplies & Inventory	129	3,000	
850-03 · Resale Merchandise	-	-	
850-04 · Uniforms	-	-	
850 Supplies & Inventory - Other	-	-	
Total 850 Supplies & Inventory	129	3,000	
870 Administration			
870-01 · Telephone & Internet	3,319	3,500	
870-02 · Dues/Publications/Subscriptions	8,812	8,000	
870-03 · Insurance - Property	14,072	15,000	
870-04 · Audit & Financial	12,750	12,000	
870-05 · Office Supplies	9,356	8,000	
870-06 · Banking Fees	1,488	1,500	
870-07 · Legal & Attorneys	3,720	4,000	
870-08 · Board & Election Expenses	177	600	Inc. O& E for Board
870-09 · Travel, Meetings, Training	753	2,000	
870-10 · Public Relations/Publications	5,405	4,000	
870-11 · Office IT Support	6,330	5,000	
870-14 · Miscellaneous	3,156	1,000	
870-15 · Admin. Office Rent	14,400	15,000	
870-16 · Property Tax Admin Fees	7,640	8,000	
870 Administration - Other	-	-	
Total 870 Administration	91,379	87,600	
810 · Personnel Costs			
810-01 · Management Wages	111,624	119,782	S. Redding
810-03 · Administrative Wages	94,610	147,179	Wade 25%, Kaaren, Jenna, Sarah
810-04 · Employers Payroll Tax	16,836	20,423	

District Administration FY 2024-2025 Proposed Amended Budget

	2024-2025 Proposed		
	2023-2024 Final	Budget	Notes
810-07 · Health Insurance	350	10,184	
810-08 · Retiree Health Ins.	23,255	23,838	
810-09 · Health Ins in Lieu	10,175	13,421	
810-10 · Retirement Premiums	24,487	69,686	
810-12 · Unfunded Accrued Liability	-	778	
810-13 · Workers Comp	61	1,595	
810-14 · CalPERS Fees	350	1,000	
810 · Personnel Costs - Other	-	-	
Total 810 · Personnel Costs	281,749	407,886	
841 · Training & Courses			
841-02 · Certification & Courses	-	1,500	
841 · Training & Courses - Other	-	-	
Total 841 · Training & Courses	-	1,500	
Total Expense	376,080	502,986	
Total Income/Loss	388,409	350,544	
Transfer to Fire	(56,037)	(106,728)	
Transfer to Reserves	(332,372)	(243,816)	
Ending Balance	0	0	



Inverness Public Utility District
Board Meeting

Agenda Item No. 13

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting

Agenda Item No. 14

Adjournment